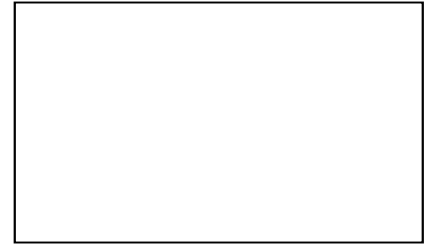




**GLOUCESTER CITY COUNCIL CALENDAR OF BUSINESS**  
**TUESDAY, February 17, 2015**  
**7:00 P.M.**  
**KYROUZ AUDITORIUM, CITY HALL**  
**COUNCIL MEETING #2015-003**



**FLAG SALUTE & MOMENT OF SILENCE**

**ORAL COMMUNICATIONS**

**PRESENTATIONS/COMMENDATIONS**

J.J. Bell and Sandra Dahl Ronan, outgoing Chairs of the Community Preservation Committee  
Climate Change Vulnerability Assessment Study by Kleinfelder's Principal Engineer - Andre Martecchini

**CONFIRMATION OF NEW APPOINTMENTS**

**CONSENT AGENDA**

**ACTION**

• **CONFIRMATION OF REAPPOINTMENTS**

1. Management Reappointments:

Purchasing Agent Donna Compton TTE 02/14/16

• **MAYOR'S REPORT (cont'd from January 27, 2015)**

1. Memorandum from Chief Financial Officer and recent Standard & Poor's report sustaining the City of Gloucester's AA/Stable rating (Info Only)
2. Special Budgetary Transfer Request (#2015-SBT-31) from Fire Department (Refer B&F)
3. Special Budgetary Transfer Request (#2015-SBT-32) from Police Department (Refer B&F)
4. Special Budgetary Transfer Request (#2015-SBT-33) from Police Department (Refer B&F)
5. Memorandum from Harbormaster and Supplemental Appropriation-Budgetary Request (#2015-SA-19) (Refer B&F)
6. Memorandum and relevant information from Fire Chief re: acceptance of a FY15 Student Awareness of Fire Education (S.A.F.E.) in the amount of \$5,023.00 and Senior SAFE Grant in the amount of \$2,995.00 (Refer B&F)
7. Addendum to Mayor's Report: Appointment of Charles J. Payson, Esquire General Counsel (TTE 02/14/16) (Refer O&A)
8. Memorandum from Mayor Theken to Council President McGeary requesting an informational public hearing regarding the debt shift and property assessments (Refer CC)

• **MAYOR'S REPORT**

1. Memorandum, relevant information, two Grant Applications and Checklists from Harbormaster re: Boating Infrastructure Grant (BIG) program in the amount of \$263,930 and the Mass Clean Vessel Act Pumpout Grant program in the amount of \$90,000 (Refer B&F)
2. Memorandum from Harbormaster re: request to increase the Transient Mooring Fee pursuant to GCO Chapter 10, Section 10-51(e) (Refer B&F)
3. Memorandum from Assistant Director of Public Works requesting permission to pay expenses which were incurred without a Purchase Order in place (Refer B&F)
4. Memorandum from CFO and Special Budgetary Transfer Request (#2015-SBT-34) for Fire Department (Refer B&F)
5. Memorandum from CFO and Special Budgetary Transfer Request (#2015-SBT-35) for Legal Department (Refer B&F)
6. Memorandum from Director of Public Works and two Loan Authorization requests for CSO and Water related capital projects in the amounts of \$3,300,000 and \$700,000 (Refer B&F)
7. Memorandum from Director of Information Technology and a fact sheet re: Citizen Request Management System called "SeeClickFix" (Info Only)
8. Memorandum and relevant information from Director of Information Technology re: Permitting, Licensing and Inspection Management System known as "ViewPoint" (Info Only)
9. Reappointments:

Affordable Housing Trust	(TTE 02/14/17)	Ruth Pino, Michael Luster
Board of Health	(TTE 02/14/18)	Richard Sagall, Robert Harris
Board of Registrars	(TTE 02/14/18)	Mark Nestor
Cable TV Advisory Committee	(TTE 02/14/18)	Karen Favazza Spencer, Geoffrey Bradford
Capital Improvement Advisory Board	(TTE 02/14/18)	Joan Kimberley
Community Preservation Committee	(TTE 02/14/18)	John Feener (Conservation Commission representative)
		David Rhinelander (Historical Commission representative)
Conservation Commission	(TTE 02/14/18)	John Feener, Barry Gradwohl
Council on Aging	(TTE 02/14/18)	Selma Bell, Barry McKay, Frederick Cowan, Lee Harty
		Jay Gustaferro
Downtown Development Commission	(TTE 02/14/18)	Suzanne Silveira
Clean Energy Commission	(TTE 02/14/17)	Linda Brayton, Thomas Balf, John Moskal, Samuel Cleaves
Historic District Commission	(TTE 02/14/18)	Stephen Goodick
Historical Commission	(TTE 02/14/18)	Amanda Nash, Jeff Crawford, Robert Whitmarsh, Thomas O'Keefe
Magnolia Woods Oversight & Advisory Committee	(TTE 02/14/18)	Dean Sidell, Christine Rasmussen
Open Space Committee	(TTE 02/14/18)	Noel Mann, Patricia Amaral, Heidi Wakeman
Planning Board	(TTE 02/14/20)	Henry McCarl
Tourism Commission	(TTE 02/14/18)	Pauline Bresnahan, Laura Dow, Paul Frontiero, John Orlando
		Peter Webber
Traffic Commission	(TTE 02/14/18)	Robert Francis
Waterways Board	(TTE 02/14/18)	Karen Tibbetts (recreational), Ralph Pino (economic development)
Zoning Board of Appeals	(TTE 02/14/18)	James Movalli (Refer O&A)

10. New Appointments: Community Preservation Committee (TTE 02/14/18)

Catherine A. Schlichte, Barbara Silberman

(Refer O&A)

• **COMMUNICATIONS/INVITATIONS**

1. Responses to Oral Communications of January 13, 2015 City Council Meeting to Kathryn Goodick, Amanda Kesterson, Maria Leaman-Strauss and Peter Cooney re: the water debt shift and increased property taxes (Info Only)
2. Communication from Joseph R. Grace to Council regarding Charter Commission (Info Only)

• **INFORMATION ONLY**

• **APPLICATIONS/PETITIONS**

• **COUNCILLORS ORDERS**

1. CC2015-003(Verga) Any request for any proposed debt "shift" from any enterprise account to the tax levy would require that the City Council schedule a one item agenda for a Special Council Meeting and a duly advertised Public Hearing specifically for said proposal (FCV 02/24/15)
2. CC2015-004(Whynott) Request Ordinances & Administration review the language of Charter section 8-1 regarding municipal preliminary elections and determine whether to recommend to the Council that the City seek a Special Act to amend the Charter (Refer O&A)
3. CC2015-005(Verga) Request P&D and Planning Board informally review GZO Section 5.13 "Personal Wireless Service Facility" in order to develop proposed amendments to update and revise the ordinance so that it is in compliance with applicable recent Federal Laws and regulations (Refer P&D &PB)

• **APPROVAL OF MINUTES FROM PREVIOUS COUNCIL AND STANDING COMMITTEE MEETINGS**

1. City Council Meeting January 13, 2015 (Approve/File)
2. City Council and Fisheries Commission Joint Meeting January 16, 2015 (Approve/File)
3. City Council and School Committee Joint Meeting January 22, 2015 (Approve/File)
4. Standing Committee Meetings: B&F 01/22/15, 02/05/15, O&A 01/19/15 (no meeting), 02/03/15, P&D 01/21/15, 02/04/15 (no meeting) (Approve/File)

**STANDING COMMITTEE REPORTS**

B&F 01/22/15, 02/05/15, O&A 01/19/15(no meeting), 02/03/15, P&D 01/21/15, 02/04/15(no meeting)

**ACTION**

**SCHEDULED PUBLIC HEARING**

1. PH2015-006: SCP2014-012: Thatcher Road #78, Map 179, Lot 44, GZO 2.3.1.7 conversion to or new multi-family or apartment dwelling, four to six dwelling units and Sec. 5.7.1 Major Projects (TBC 02/24/15)
2. PH2015-008: SCP2014-014: Pleasant Street #48, Map 14, Lot 20, GZO 2.3.1(6) conversion to 3-unit multi-family; 3.1.6(b) height in excess of 35 feet; 3.2.2 fn(a) decrease in minimum lot area per dwelling; 3.2.2 fn(a) decrease in minimum open space per dwelling unit
3. PH2015-009: SCP2014-015: Centennial Avenue #21, Map 5, Lot 50, GZO 1.10.1(a)(1); 3.1.6(b) height in excess of 35 feet; 2.3.1.7 conversion to or new multi-family or apartment dwelling, four to six dwelling units
4. PH2015-010: Amend GCO Chapter 6, Sec. 6-21 to 6-24 "City-Owned Cemeteries Advisory Committee" by **DELETING** Sec. 6-21 to 6-24 in its entirety and **ADDING** a new Sec. 6-21 to 6-24

**FOR COUNCIL VOTE**

1. Election of Council Vice President (cont'd from 01/13/15) (FCV)
2. Decision to Adopt: SCP2014-013: Mt. Pleasant Avenue #125, GZO Sec. 1.10.1(a) (1) and Sec. 3.1.6(b) building height in excess of 35 feet (Adopt)

**UNFINISHED BUSINESS**

**INDIVIDUAL COUNCILLOR'S DISCUSSION INCLUDING REPORTS BY APPOINTED COUNCILLORS TO COMMITTEES**

**COUNCILLOR'S REQUESTS TO THE MAYOR**

**ROLL CALL** – Councillor Melissa Cox



Linda T. Lowe, City Clerk

Meeting dates are subject to change. Check with City Clerk's Office.

NEXT REGULAR CITY COUNCIL MEETING, February 24, 2015

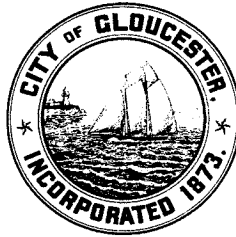
**Minutes filed in City Clerk's Office of other Boards and Commissions January 23, 2015 through February 5, 2015:**

Conservation Commission 07/02/14, 08/06/14, 09/17/14, 11/05/14, 11/19/14, 12/17/14, Lanes Cove Fish Shack 12/08/14, Planning Board 12/18/14, Board of Assessors 01/22/15, City Hall Restoration Commission 01/26/15, Special Event Advisory Board 01/08/15, Tourism Commission 01/15/15

**NOTE: The Council President may rearrange the Order of Business in the interest of public convenience.**

The listing of matters is those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
sthcken@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TO: City Council  
FROM: Sefatia Romeo Theken, Mayor  
DATE: January 16, 2015  
RE: Mayor's Report for the January 27, 2015 City Council Meeting

CITY CLERK  
GLOUCESTER, MA  
15 JAN 21 PM 3:48

Councilors:

The Mayor's Office is happy to report that a smooth transition has taken place, and we would like to thank the City Council, City employees and the public for their support. This is an exciting time and we are committed to an open dialogue.

In the coming weeks, working alongside my new team, we will put forth initiatives and efficiencies to strengthen the delivery of services in our great City. Many City managers and employees have put forth important proposals that we will share soon.

We look forward to working closely with the City Council and welcome your input as we work together to tackle the important issues that face our City. Please feel free to stop by the Mayor's Office any time to discuss.

For this Mayor's Report, the following matters require your attention and action:

**Enclosure 1 for your information** is a memorandum from Chief Financial Officer John Dunn, along with the recent Standard & Poor's report sustaining the City of Gloucester's AA/Stable rating.

**Enclosure 2** is a Special Budgetary Transfer Request (**#2015-SBT-31**) from the Fire Department. *Please refer #2015-SBT-31 to the Budget and Finance subcommittee for review and approval.* Appropriate City staff will be available to answer questions and provide further information as required.

**Enclosure 3** is a Special Budgetary Transfer Request (**#2015-SBT-32**) from the Police Department. *Please refer #2015-SBT-32 to the Budget and Finance subcommittee for review and approval.* Appropriate City staff will be available to answer questions and provide further information as required.

**Enclosure 4** is a Special Budgetary Transfer Request (**#2015-SBT-33**) from the Police Department. *Please refer #2015-SBT-33 to the Budget and Finance subcommittee for review and approval.* Appropriate City staff will be available to answer questions and provide further information as required.

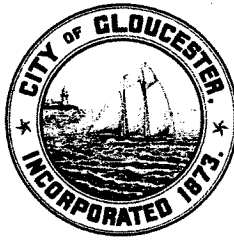
**Enclosure 5** is a memorandum from Harbormaster Jim Caulkett and a Supplemental Appropriation-Budgetary Request (**#2015-SA-19**). *Please refer this matter and #2015-SA-19 to the Budget and Finance subcommittee for review and approval.* Jim Caulkett and members of the Waterways Board will be available to answer questions and provide further information as required.

**Enclosure 6** is a memorandum and relevant information from Fire Chief Eric Smith requesting City Council acceptance of a FY2015 Student Awareness of Fire Education (S.A.F.E.) in the amount of \$5,023.00 and a Senior SAFE Grant in the amount of \$2,995.00. *Please refer this matter to the Budget and Finance subcommittee for review and approval.* Chief Smith, or his designee, will be available to answer questions and provide further information as required.

# **ENCLOSURE 1**




City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9707  
FAX 978-281-8472  
jdunn@gloucester-ma.gov

**CITY OF GLOUCESTER**  
**OFFICE OF THE TREASURER/COLLECTOR**

To: Sefatia Romeo Theken, Mayor  
From: John P. Dunn, CFO   
Date: January 21, 2015  
Re: Standard & Poor's Rating Services

As you know, the City will be taking bids from financial institutions on the purchase of approximately \$9.0 million in new and refunded debt during the last week in January. While there is a tremendous amount of preparation work that precedes the issuance of debt, one of the most important functions is the "ratings call" with one of the national credit ratings agencies.

Our ratings call for the upcoming issue took place last Thursday afternoon. In an almost hour long conversation with Apple Lo, the Boston based analyst for Standard and Poor's, we (CAO James Destino, City Auditor Kenny Costa, Community Development Director Tom Daniel and I) made the case for the continued "AA" rating that the City has had for a number of years. We touched on recent past, current and future financial performance, economic development projects and their future impact and the overall stability of city management.

One important, and potentially awkward, subject was the recent changes in the Mayor's office. Mr. Destino did an excellent job describing your backgrounds and the cumulative many years of service on the City Council along with extensive experience in the review of the annual operating budgets and the many capital projects vetted and approved over the past ten plus years.

I am happy to inform you that Standard & Poor's did in fact issue a report sustaining the City's AA/Stable rating. I have attached a copy of their report.

Please let me know if you have any questions on this matter.

# RatingsDirect®

---

## Summary:

# Gloucester, Massachusetts; General Obligation; Non-School State Programs

### Primary Credit Analyst:

Apple Lo, Boston (1) 617-530-8316; apple.lo@standardandpoors.com

### Secondary Contact:

Timothy J Daley, Boston (1) 617-530-8121; timothy.daley@standardandpoors.com

## Table Of Contents

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Rationale

Outlook

Related Criteria And Research

## Summary:

# Gloucester, Massachusetts; General Obligation; Non-School State Programs

### Credit Profile

US\$9.082 mil go mun purp loan bnds ser 2015 due 02/01/2034

<i>Long Term Rating</i>	AA/Stable	New
Gloucester GO		
<i>Long Term Rating</i>	AA/Stable	Affirmed
Gloucester GO non-school state prog		
<i>Long Term Rating</i>	AA/Stable	Affirmed
<i>Unenhanced Rating</i>	NR(SPUR)	
<i>Underlying Rating for Credit Program</i>	AA/Stable	Affirmed

## Rationale

Standard & Poor's Ratings Services has assigned its 'AA' long-term rating and stable outlook to City of Gloucester, Mass.' Series 2015 general obligation (GO) bond municipal purpose loan.

At the same time, Standard & Poor's affirmed its 'AA' long-term and underlying ratings on the city's existing GO debt. The outlook on all ratings is stable.

The city's full-faith-and-credit pledge secures the bonds. We understand that officials will use proceeds to fund various capital improvements and to refund a portion of Gloucester's debt outstanding.

The rating reflects our assessment of the following factors for Gloucester:

- A very strong economy, which benefits from participation in the broad and diverse economy of Boston;
- Strong budgetary flexibility, with available reserves at or above 8% of general fund;
- Strong budgetary performance, with consistent operating results in the general fund and total governmental funds;
- Very strong liquidity, providing very strong cash levels to cover both debt service and expenditures;
- Adequate management conditions, with standard policy and practices; and
- Adequate debt and contingent liability position, driven mostly by the city's high pension and other postemployment benefits liabilities (OPEB).

### Very strong economy

We consider Gloucester's economy to be very strong, with access to Boston's broad and diverse economy in Essex County. Traditionally, county unemployment has tracked lower than that of the state and the nation; county unemployment averaged 7.5% in 2013. Gloucester has per capita incomes that reflect residents to access jobs in the neighboring areas. It has projected per capita effective buying income of 132% of the U.S. Per capita market value for the city is what we consider very strong at \$185,000 in fiscal 2015. Fiscal 2015's assessed value is \$5.3 billion, a 3%

increase from fiscal 2014.

### **Strong budget flexibility**

In our opinion, the city's budgetary flexibility remains strong, with available reserves above 8% of expenditures for the past several years, and Gloucester has no plans to significantly spend down the reserves. Fiscal 2014's unaudited results showed available reserves at \$9.6 million (9.4% of expenditures), which is a small decline from 2013 due to higher-than-budgeted snow and ice spending. The city budgeted to use \$1.45 million free cash in fiscal 2015. Although management does not expect the fund balance to decline by the same level, if there were a drawdown, the city's budgetary flexibility would remain strong.

### **Strong budgetary performance**

Gloucester's budgetary performance has been strong overall, in our view, with an operating deficit of 0.6% in the general fund and 0.7% in the total governmental fund in fiscal 2013. About 62% of the city's revenues are from property tax, and 22% from intergovernmental aid. Officials estimated to end fiscal 2014 with a 0.7% operating deficit in the general fund and potentially a deficit of 1% in total governmental funds when including all nonrecurring expenditures. Management adopted a balanced general fund budget for 2015 with about \$1.45 million in free cash appropriation to cover salary increase; management represented that the year-to-date result showed positive variances in the revenues. Officials hope to regenerate the majority amount of the appropriation to keep performance in line with the previous year.

### **Very strong liquidity**

Supporting Gloucester's finances is what we consider to be very strong liquidity, with total government available cash as a percent of total governmental fund expenditures at 14% and as a percent of debt service at 223%. We believe the city has strong access to external liquidity. It has issued GO bonds and bond anticipation notes frequently in the past 15 years.

### **Adequate management**

Standard & Poor's considers Gloucester's financial management practices "standard" under its Financial Management Assessment methodology, indicating the finance department maintains adequate policies in most, but not all, key areas. Highlights include frequent budget monitoring and reports to city officials, an investment policy guided by state statute with frequent reports on performances, and a capital improvement plan that is updated annually and shared with officials. The city's mayor has resigned lately to work for the new governor; the interim mayor is a long-term city councilor and has no plan to drastically change Gloucester's policies and practices.

### **Adequate debt and contingent liability profile**

In our opinion, Gloucester's debt and contingent liability profile is adequate, with total governmental fund debt service as a percent of total governmental fund expenditures at 6%, and with net direct debt as a percent of total governmental fund revenue at 80%. We consider overall net debt to be low, at 2% of market value. The city might issue an additional \$20 million in debt of elementary school construction and general improvements in the next two years.

Gloucester's pension plan has an unfunded accrued actuarial liability (UAAL) of nearly \$98 million and it was 45% funded as of January 2014. The city fully funded the annual required contribution (ARC) in 2013, which totaled more

than \$6 million and has been rising in recent years. The city's large unfunded OPEB liabilities are a long-term credit consideration. Although Gloucester has established a trust to lower the liability, we believe there remain considerable challenges in its capacity to fully fund the ARC. As of June 30, 2011, the UAAL was more than \$200 million. Combined pension cost and OPEB pay-as-you-go contributions were 11% of total governmental funds expenditures in fiscal 2013 and we believe costs will continue to rise.

### **Strong Institutional Framework**

We consider the Institutional Framework score for Massachusetts municipalities strong.

## **Outlook**

The stable outlook reflects what we view as Gloucester's very strong economy and liquidity. We do not expect to change the rating within our two-year outlook horizon due to our expectation that the city will maintain strong budget flexibility and financial performance. A consideration of a positive rating action over time would require further actions to mitigate the effects of Gloucester's long-term liabilities. While unlikely, significant declines in the city's financial performance and flexibility, caused by rising pension and OPEB costs, could pressure the rating downward.

## **Related Criteria And Research**

### **Related Criteria**

- SPF Criteria: Local Government GO Ratings Methodology And Assumptions, Sept. 12, 2013

### **Related Research**

- S&P Public Finance Local GO Criteria: How We Adjust Data For Analytic Consistency, Sept. 12, 2013
- Institutional Framework Overview: Massachusetts Local Governments

Complete ratings information is available to subscribers of RatingsDirect at [www.globalcreditportal.com](http://www.globalcreditportal.com). All ratings affected by this rating action can be found on Standard & Poor's public Web site at [www.standardandpoors.com](http://www.standardandpoors.com). Use the Ratings search box located in the left column.

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# **ENCLOSURE 2**

**City of Gloucester  
Special Budgetary Transfer Request  
Fiscal Year 2015**

INTER-departmental requiring City Council approval - 6 Votes Required  
X INTRA-departmental requiring City Council approval - 6 Votes Required

TRANSFER # 2015-SBT- <u>31</u> Auditor's Use Only
---

DEPARTMENT REQUESTING TRANSFER: \_\_\_\_\_

FIRE DEPARTMENT

DATE: 1/12/2015 BALANCE IN ACCOUNT: \$ 22,275.52

(FROM) PERSONAL SERVICES ACCOUNT # \_\_\_\_\_

*Unifund Account #*

(FROM) ORDINARY EXPENSE ACCOUNT # \_\_\_\_\_

*Unifund Account #*

101000.10.220.52470.0000.00.000.00.052

FIRE DEPARTMENT, VEHICLE MAINT

*Account Description*

DETAILED EXPLANATION OF SURPLUS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(TO) PERSONAL SERVICES ACCOUNT # \_\_\_\_\_

*Unifund Account #*

(TO) ORDINARY EXPENSE ACCOUNT # \_\_\_\_\_

*Unifund Account #*

101000.10.220.58720.0000.00.000.00.058

FIRE DEPARTMENT, REPLACE AUTOMOBILES

*Account Description*

DETAILED ANALYSIS OF NEED(S): TO PURCHASE USED PUMP.  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL TRANSFER AMOUNT: \$ 5,000.00

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$ 17,275.52

TO ACCOUNT: \$ 5,000.00

APPROVALS:

DEPT. HEAD: \_\_\_\_\_

DATE: 1/12/2015

ADMINISTRATION: \_\_\_\_\_

DATE: 1/21/2015

BUDGET & FINANCE: \_\_\_\_\_

DATE: \_\_\_\_\_

CITY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_



# **ENCLOSURE 3**

**City of Gloucester  
Special Budgetary Transfer Request  
Fiscal Year 2015**

☐ INTER-departmental requiring City Council approval - 6 Votes Required  
☒ INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 2015-SBT- 32 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER:

Police

DATE: 12/31/2014 BALANCE IN ACCOUNT: \$ 3,500.00

(FROM) PERSONAL SERVICES ACCOUNT #

Unifund Account #

101000.10.211.51490.0000.00.000.00.051

(FROM) ORDINARY EXPENSE ACCOUNT #

Unifund Account #

Police-Uniform, Specialty Positions Stipend

Account Description

DETAILED EXPLANATION OF SURPLUS:

2 Officers elected to take comp time instead of the stipend.

(TO) PERSONAL SERVICES ACCOUNT #

Unifund Account #

(TO) ORDINARY EXPENSE ACCOUNT #

Unifund Account #

101000.10.211.55010.0000.00.000.00.052

Police-Uniform, Safety Supplies/Equip

Account Description

DETAILED ANALYSIS OF NEED(S):

Purchase 4 portable kenwood radios for Police Department new recruits.

TOTAL TRANSFER AMOUNT: \$ 3,500.00

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$ -

TO ACCOUNT: \$ 4,747.73

APPROVALS:

DEPT. HEAD:

ADMINISTRATION:

BUDGET & FINANCE:

CITY COUNCIL:

DATE: 12/31/14

DATE: 1/20/2015

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

# **ENCLOSURE 4**

**City of Gloucester  
Special Budgetary Transfer Request  
Fiscal Year 2015**

\_\_\_\_ INTER-departmental requiring City Council approval - 6 Votes Required  
  x   INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 2015-SBT-   33   Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: \_\_\_\_\_ **Police**

DATE:   12/31/2014   BALANCE IN ACCOUNT: \$                     1,658.40                    

(FROM) PERSONAL SERVICES ACCOUNT #

Unifund Account #  
                    101000.10.211.51400.0000.00.000.00.051                    

(FROM) ORDINARY EXPENSE ACCOUNT #

Unifund Account #  
\_\_\_\_\_  
**Police-Uniform, Sal/Wage-Longevity**

Account Description

DETAILED EXPLANATION OF SURPLUS:

                    Officer Johnsen passed away October 2014 longevity pro rated surplus left.                    

(TO) PERSONAL SERVICES ACCOUNT #

Unifund Account #

(TO) ORDINARY EXPENSE ACCOUNT #

Unifund Account #  
                    101000.10.211.55010.0000.00.000.00.052                    

**Police-Uniform, Safety Supplies/Equip**

Account Description

DETAILED ANALYSIS OF NEED(S):

                    Purchase 4 portable kenwood radios for Police Department new recruits.                    

TOTAL TRANSFER AMOUNT: \$           1,658.40          

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$                     -                    

TO ACCOUNT: \$                     6,406.13                    

APPROVALS:

DEPT. HEAD:

ADMINISTRATION:

BUDGET & FINANCE:

CITY COUNCIL:

DATE:           12/31/14          

DATE:           1/21/2015          

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

# **ENCLOSURE 5**

Nineteen Harbor Loop  
Gloucester, MA 01930



TEL 978-282-3012  
FAX 978-281-4188  
jcaulkett@gloucester-ma.gov

**CITY OF GLOUCESTER**  
HARBORMASTER'S OFFICE

**Memorandum**

From: Jim Caulkett, Harbormaster  
To: Mayor Sefatia Romeo Theken  
Date: January 13, 2015  
Subject: Waterways Enterprise Retained Earnings

Mayor Theken,

In your next Mayor's Report to Council will you include the following Waterways Board request;

The transfer of \$35,000.00 from the Waterways Enterprise Retained Earnings into Waterways Enterprise Account 700000.10.492.52000 Contracted Services for the purpose of completing a Harbormaster Department Management Review as outlined in the attached quote.

If you have any further questions please feel free to contact me.

Respectfully

January 12, 2015

Mr. Ralph Pino, Esq. – Chariman, Gloucester Waterways Board  
Mr. James Caulkett – Gloucester Harbormaster  
19 Harbor Loop  
Gloucester, MA 01930

Re: Harbormaster Department Management Review

Ref: "Harbormaster Department Management Review", provided by J. Caulkett dated 12/5/14  
City of Gloucester Waterways Board "Policies, Rules and Regulations Governing Gloucester's Waterways and Public Waterfront Facilities" as of May 20, 2014

Dear Mr. Pino and Mr. Caulkett,

In response to your request and as a follow up to my meeting with Mr. Anthony Gross and Mr. Ralph Pino on December 11<sup>th</sup>, CLE Engineering, Inc. is pleased to submit this proposal for services related to the above referenced project. CLE understands that the Waterways Board is interested in obtaining a management review of the Harbormaster Department (Department) in order to accomplish the following:

- ✓ *To identify any areas which hinder or prevent the Harbormaster Department from performing its assigned responsibilities, goals or objectives and to offer suggestions for the removal of such obstacles and to suggest ways in which the responsibilities, goals or objectives might better be met;*
- ✓ *To evaluate the adequacy of management practices being utilized in the Harbormaster Department with respect to fiscal controls and use of available personnel and equipment;*
- ✓ *To suggest specific ways and means by which the functions and services of the Harbormaster Department might be improved.*

CLE proposes to work with you and the Waterways Board in consideration of the above goals to develop a report detailing findings and recommendations for the Harbormaster Department. As such, CLE proposes the following specific scope of services:

**Task 1 – Review Existing Conditions/Practices/Policies/Procedures**

CLE will review existing practices and procedures within Department related to the following:

- (i) Organization, staffing and manpower
  - a. Training of employees: knowledge of current laws and regulations
  - b. Hiring process
  - c. Identified daily tasks and routines; tracking and accountability
- (ii) Patrols
  - a. Frequency, scope, specific waterway areas, documentation of findings, etc.

- (iii) Mooring management, assignment of moorings, mooring inspection process
  - ✓ Database of moorings
  - ✓ Management of waitlist
  - ✓ Process for reassignment
  - ✓ Maximization of mooring fields
  - ✓ Inspection verification
- (iv) Safety
  - a. no wake enforcement
  - b. disabled boat towing: identify and compare policy vs. practice
- (v) Customer relations
  - a. hours of operation when office is open to the public
  - b. application of rules and regulations
  - c. Public Relations/Perception/Outreach and Standards for Department Public Interaction
- (vi) Adequacy of financial controls (receipts: record-keeping, reconciling, filing, chain of custody)
  - a. launch ramp
  - b. launch
  - c. transient moorings, etc.
  - d. cash receipt process/audit trail and procedures
  - e. mooring wait list
  - f. permit renewals
- (vii) Inspections of facilities, public landings, commercial marinas, Harbormaster facility, and equipment;
  - a. Frequency, by whom, records of inspections, maintenance and housekeeping, budget process for inspections and maintenance
- (viii) Integration and Use of technology, e.g. mooring database, website content management, credit card
  - a. Payment option(s), social media (YouTube, Facebook, Twitter, Instagram), public communication, marketing, etc.
- (ix) Website
  - a. Existing information
  - b. Frequency of updates
  - c. Use for marketing
- (x) Goals identified within Department both long and short range

In order to gather data and information on all of the above items, CLE will perform interviews with the following personnel as discussed during my December 11<sup>th</sup> meeting:

- a. Nine Waterways Board Members
- b. Harbormaster



- c. Senior Clerk in Office of Harbormaster
- d. Assistant Harbormasters (Jim Marshall, Art Munroe, Chad Johnson)
- e. Members of the waterfront community identified by the Waterways Committee and/or Harbormaster including but not limited to Joe Borland and Phil Cusumano (up to three interviews).
- f. Harbormasters of other communities (up to six phone or in person interviews)

Prior to conducting interviews, CLE will develop a list of pre-defined questions. Interviews may be partially or wholly documented electronically to allow for proper and accurate reporting and referenced findings.

To further understand and assess existing procedures and management practices, CLE will spend 2 to 3 days in the Harbormaster Department reviewing databases, files, systems, etc. During this time, CLE will also visit facilities that have a fee collection component. (refer to Proposed Manhours / Budget for additional details).

Based on my initial meeting referenced above regarding this project, I understand that one of the underlying goals of this engagement and subsequent reporting, among other tasks as outlined herein would be to seek out opportunities to market Gloucester as a transient port for recreational boaters and to provide insight into possible prospects that may exist through Boating Infrastructure Grant(s). CLE will include a review of existing marketing practices as well as and recommendations based on the other harbormaster interviews and CLE experience in other communities.

## **Task 2 –Development of Findings / Recommendations / Report Presentation**

CLE will compile the information obtained during execution of Task 1 and will develop a draft summary of findings and recommendations. CLE will meet with the Waterways Board and Harbormaster to review a draft list findings and recommendations. CLE will solicit input and comments for incorporation into the report.

CLE will prepare a report of the Management of Harbormaster Department that will include the following:

- (i) Introduction – a brief explanation of methods used;
- (ii) Scope – a statement of the extent of the examination made;
- (iii) Major Contacts – a listing of the names of all persons interviewed in the conduct of the review and an outline of the procedures used;
- (iv) Findings – Details of the practices found during the review, which in the opinion of CLE's review team, require modification or other change in order to strengthen and improve the Harbormaster Department and its performance;
- (v) Recommendations – specific suggestions for action/implementation by the Harbormaster Department.

CLE will meet with the Waterways Board and Harbormaster to present the final report via a Powerpoint presentation which will outline the report. CLE will provide the report in both digital (PDF) and paper format.

## **CLE Team Approach:**

CLE has been successfully providing waterfront engineering services to harbormaster departments throughout Massachusetts for over 25 years. Through these relationships and experiences, CLE has developed a vast database/network and understanding of challenges of Departments as well as a knowledgeable understanding of local agency structure and dynamics as CLE has been working with local agencies for decades on both technical and non-technical challenges. These experiences combined with CLE's operational expertise. We have assisted several communities with development and updates to waterways rules and regulations. CLE routinely provides inspections of waterfront infrastructure and develops plans for maintenance and improvements. We will incorporate our expertise in the development of the Harbormaster Department Management Review Report.

CLE proposes utilization of senior staff for key roles in this project to provide the Waterways Board with benefits of knowledge garnered from over 20 years in the waterfront industry. As Project Manager for this project, I intend to conduct all of the interviews, conduct site visits and attend meetings with Waterways Board as outlined herein. I have also included an additional resource, Carey Parent, whose background is operational controls and analysis. He is a principal with CLE and brings over 25 years of hands on operational, audit and efficiencies analysis and reporting. His resume includes both program and project management for small and large waterfront communities and he has recently completed several successful maritime facilities capital improvement bond projects. With his background also grounded in operations and facilities management, his insight and reporting on opportunities for the Harbormasters Department will enhance CLE's overall recommendations and our deliverable report.

## **Proposed Man-hours / Budget:**

<b><u>Task 1 – Review Existing Conditions/Practices/Policies/Procedures</u></b>	<b>Total Manhours</b>	<b>Total Budget</b>
Review of existing information (regulations, mooring lists, fee collection, office operations, record keeping, training, hiring, daily tasks, etc. ); Assume 2 to 3 days in Harbormaster Office - scheduled to partially coincide with interviews	48	\$7,200
Development of interview questions / set up database for responses;	6	\$900
Schedule and perform interviews in Gloucester; site visits to facilities where user fees are collected	40	\$6,000
Harbormaster Interviews (6 total; mix of phone and in person); review of Massachusetts Harbormasters Association resources	12	\$1,800
Compilation and review of interview data	20	\$2,400
Assessment of technology, marketing tools, communication, mooring databases, fee collection systems, receipt tracking, etc.	36	\$4,200
<b>Task 1 Subtotal:</b>	<b>162</b>	<b>\$22,500</b>

**Task 2 –Development of Findings / Recommendations / Report Presentation**

Development of Recommendations	10	\$1,470
Draft Summary of Findings and Recommendations; meeting with Waterways Board to review	12	\$1,800
Development of Final Report and Powerpoint Presentation and meeting with Waterways Board to present report	58	\$7,850

Task 2 Subtotal: 80 \$11,120

**Reimbursable Expenses:** Mileage, report production, etc. \$850

**Total Project Budget: \$34,470**

**Project Schedule:**

CLE is available to commence work on this project within two weeks of authorization. The Estimated project duration is 12 to 14 weeks at which time CLE will present report to you and the Waterways Board.

**Conditions and Exclusions:**

1. CLE will review for cursory information only, the operating budget for the Harbormasters office; however, our scope of work is operational in nature and would not include any financial or budgetary analysis.
2. CLE has included 17 interviews of members of the Gloucester community. We assume that interviews will be conducted over four days in Gloucester. Should additional interviews be requested by the Waterways Board, CLE will provide a budget for this additional scope.
3. CLE will utilize the City of Gloucester Waterways Board "Policies, Rules and Regulations Governing Gloucester's Waterways and Public Waterfront Facilities" to evaluate consistency of Department operations with respect to same. Although CLE may make recommendations for consideration of revision, this is not a primary focus of the report and CLE is not proposing a full evaluation of the policies, rules and regulations.
4. CLE assumes that the Department will provide all requested information and will work with CLE to develop an accurate assessment of existing practices.
5. CLE has provided the manhour and budget estimate that was utilized to develop the proposed cost. CLE may adjust manhours and staffing. As not to exceed cost proposal, CLE will invoice at our standard hourly rates for time expended on the project and will not exceed the total budget without prior authorization for additional services.
6. Revisions or design changes requested by the client after the preparation of the final report will be billed on a time and material basis according to our 2015 fee schedule.
7. Any and all work beyond the scope of work of this proposal shall be deemed extra and contracted for prior to commencement of such work.

Our quote is subject to acceptance within 30 days of the date of this proposal.

**Payment:** Billings will be on a bi-monthly basis for payment within 15 days subject to our general terms and conditions. If this engagement is agreeable to you please sign below and CLE will commence work forthwith.

CLE has enjoyed working with the Waterways Board and Harbormaster Department on past projects and we appreciate the opportunity to provide this proposal and to continue working together. For additional information on CLE, please visit our website at [www.CLEngineering.com](http://www.CLEngineering.com).

Yours truly,  
**CLE Engineering, Inc.**



Susan E. Nilson, P.E.

\_\_\_\_\_  
Accepted

\_\_\_\_\_  
Date

cc: Tony Gross, City of Gloucester Waterways Board  
C. Parent, CLE

**City of Gloucester**  
**SUPPLEMENTAL APPROPRIATION - BUDGETARY REQUEST**  
**Fiscal Year 2015**

\*\*\*\*CITY COUNCIL APPROVAL- 6 VOTES NEEDED\*\*\*\*

APPROPRIATION # 2015-SA- 19 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: Harbormaster's Office

APPROPRIATION AMOUNT: \$ 35,000.00

Account to appropriate from:

Unifund Account # 700000.10.000.35900.0000.00.000.00.000

Account Description Waterways Enterprise, Retained Earnings

Balance Before Appropriation \$ 99,957.00

Balance After Appropriation \$ 64,957.00

Account Receiving Appropriation:

Unifund Account # 700000.10.492.52000.0000.00.000.00.052

Account Description Waterways Enterprise, Contractual Services

Balance Before Appropriation \$ 10,795.00

Balance After Appropriation \$ 45,795.00

DETAILED ANALYSIS OF NEED(S): Appropriate Waterways Fund "Retained Earnings" for the purpose  
of completing a Harbormaster Department Management Review.

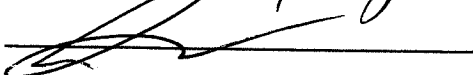
**APPROVALS:**

DEPT. HEAD:



DATE: 1/13/2015

ADMINISTRATION:



DATE: 1/20/2015

BUDGET & FINANCE:

\_\_\_\_\_

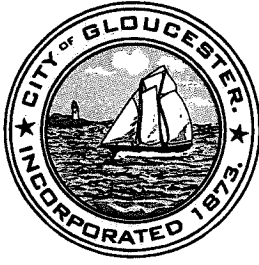
DATE: \_\_\_\_\_

CITY COUNCIL:

\_\_\_\_\_

DATE: \_\_\_\_\_

# **ENCLOSURE 6**



**CITY OF GLOUCESTER**  
**OFFICE OF THE FIRE DEPARTMENT**

**MEMORANDUM**

To: The office of the Mayor  
From: Eric L. Smith, Fire Chief  
Date: January 6, 2015, 2014  
Re: S.A.F.E. Grant

---

Please find attached the S.A.F.E. Grant FY15 letter of acceptance to be accepted by the City Council.



**City of Gloucester  
Grant Application and Check List**

Granting Authority: State ☒ Federal \_\_\_\_\_ Other \_\_\_\_\_

Name of Grant: **School-based S.A.F.E. Grant**

Department Applying for Grant: Fire Department

Agency-Federal or State application is requested from: **Fiscal Year 2015 School-based S.A.F.E. - Grant Planning Grant -**

Object of the Application: **To provide fire safety education in all elementary schools**

Any match requirements: **NONE**

Mayor's approval to proceed: \_\_\_\_\_

Signature

Date

City Council's referral to Budget & Finance Standing Committee: \_\_\_\_\_

Vote

Date

Budget & Finance Standing Committee: \_\_\_\_\_

Positive or Negative Recommendation

Date

City Council's Approval or Rejection: \_\_\_\_\_

Vote

Date

City Clerks Certification of Vote to City Auditor: \_\_\_\_\_

Certification

Date

City Auditor:

Assignment of account title and value of Grant: \_\_\_\_\_

Title

Amount

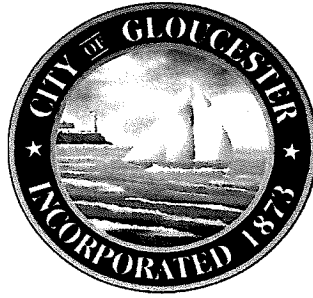
Auditor's distribution to managing department: \_\_\_\_\_

Department

Date sent

NOTE: A copy of all grant paperwork must be submitted to the Auditors Office





**City of Gloucester  
Grant Application and Check List (Continued)**

The following are documents needed by the Auditing Office for Grant account creation:

1. Grant Application
2. Grant Award Letter/Standard Contract Approval Form
3. Council Order Approval
4. Original Grant Account Budget as approved by Grantor
5. Amended Grant Account Budget as approved by Grantor ( if applicable)
6. Any additional information as requested by the Auditing Department

Note: All documents must be complete signed copies.

Please attach the following documents with the Grant Application and Check List and send to the Auditors Office.

**City of Gloucester**

**Account Budget**

Department Name: Fire Department

Account Name:

Fund Number and Name ( N/A For New Fund): N/A

CFDA# (Required for Federal grants):

Date Prepared: September 23, 2014

Approved				
Amended Budget				
Object	Original Budget	(if applicable)	Amended Request	Revised Budget
Revenue (4 _____)	\$8,018.00			
Total:	\$2,086.00			

Expense (5 _____)	\$8,018.00			
Contracted services	\$			
Total:	\$8,018.00			

Department Head Signature



Date Entered (Audit)

Auditing Department Initials



DEVAL L. PATRICK  
GOVERNOR

ANDREA J. CABRAL  
SECRETARY

*The Commonwealth of Massachusetts*  
*Executive Office of Public Safety and Security*  
*Department of Fire Services*

*P.O. Box 1025 ~ State Road*

*Stow, Massachusetts 01775*

*(978) 567-3100 Fax: (978) 567-3121*

*www.mass.gov/dfs*



STEPHEN D. COAN  
STATE FIRE MARSHAL

December 12, 2014

Chief Eric L. Smith  
Gloucester Fire Department  
8 School Street  
Gloucester, MA 01930-3529

Dear Chief Smith:

I am pleased to inform you that your FY 2015 Student Awareness of Fire Education (S.A.F.E.) and Senior SAFE grant applications have been approved for funding. The Gloucester Fire Department has been awarded \$5023.00 for the S.A.F.E. grant and \$2995.00 for Senior SAFE.

Be sure to alert your treasurer and to check with them to ensure receipt of the funds. We expect the funds to be electronically distributed on or about December 24, 2014.

All grantees are required to submit the FY 2014 year-end report to DFS by January 31, 2015. If there are any unexpended funds, the grantee may apply for a one-time 6-month extension, which will be part of the year-end report form. At the close of the single 6-month extension, all unexpended funds must be returned to the Commonwealth. At this time, any prior year remaining funds must be returned to the Commonwealth.

Twenty years ago, the fire service advocated to the legislature for the creation of the S.A.F.E. program. Since that time average annual child fire deaths have been reduced by 72%. Last year, the S.A.F.E. program was expanded to offer funds to local communities in support of senior fire prevention training. Seniors are the most vulnerable of populations at risk of fire related deaths. This program is aimed at educating seniors on fire prevention, general home safety and how to be better prepared in the event of a fire. It is our hope that with this opportunity we can recreate the success with our older population that we have had with children.

I thank you for your commitment to the S.A.F.E. program and for your continuing efforts to promote fire prevention for all citizens. If you have any questions, please feel free to contact Cynthia Ouellette at (978) 567-3381 or the S.A.F.E. staff at (978) 567-3388.

Sincerely,

Stephen D. Coan  
State Fire Marshal

*Administrative Services • Division of Fire Safety*  
*Hazardous Materials Response • Massachusetts Firefighting Academy*

EXECUTIVE OFFICE OF PUBLIC  
SAFETY & SECURITY

---

DEPARTMENT OF FIRE SERVICES

STUDENT AWARENESS OF FIRE EDUCATION &  
SENIOR SAFE  
GRANT APPLICATION FY 2015



Deval L. Patrick  
Governor

Andrea J. Cabral  
Secretary of Public Safety & Security

Stephen D. Coan  
State Fire Marshal

DEPARTMENT OF FIRE SERVICES  
P.O. BOX 1025 – STATE ROAD  
STOW, MASSACHUSETTS 01775  
Telephone: (978) 567-3380  
Fax: (978) 567-3199

## Table of Contents

<b>Purpose of the Grant</b>	
Purpose.....	2
Eligibility.....	2
Funding .....	2
Tier Allocations.....	3
<b>How to Submit Grant Applications</b>	
Submission Requirements .....	3
Deadline for Submission .....	4
Reporting Requirements.....	4
Required Information .....	4
<b>Grant Application Forms</b>	
School-based S.A.F.E. Program Grant Application .....	6-9, 11-14, 17
Senior SAFE Program Grant Application.....	6-8, 10-12, 15-17
Planning Grant Application.....	6, 7, 9, 17
<b>Writing Successful Grant Applications</b>	
Funding Expectations.....	18
Elements of a Successful School-Based S.A.F.E. Program.....	19
Elements of a Successful Senior SAFE Program.....	23
Use of Funding and Budget Information.....	25
Selection Process .....	25
Pass/Fail Requirements.....	26
Fire Districts .....	27
Regional or Joint Applications .....	27
Joint Agreement.....	28-30
<b>Sample Score Sheets</b>	
School-Based S.A.F.E. Program Score Sheet .....	31
Senior SAFE Program Score Sheet .....	34
Planning Grant Score Sheet.....	37
Signature page for Grant Submission.....	38
Signature Page for Joint Submissions.....	39

## **2015 School-based S.A.F.E. and Senior SAFE Grant Application**

**Fire departments may apply for a school-based Student Awareness of Fire Education (S.A.F.E.) or Senior SAFE grant, or both.**

**Purpose:** School-based S.A.F.E. and Senior SAFE grants support programs that:

School-based S.A.F.E.

- Provide fire and life safety education to school-aged children including the dangers of fire, and the fire hazards of smoking materials.
- Create partnerships between schools and fire departments to teach key fire safety behaviors that also fulfill goals and objectives in the state's *Health Education Curriculum Frameworks* and the *Common Core of Learning*.

Senior SAFE

- Provide fire and life safety education to seniors including the dangers of fire, poisoning, falls and other medical emergencies, and the fire hazards of smoking materials.
- Create partnerships between fire departments and community agencies that serve seniors in order to collaborate on improving fire and life safety in the homes of seniors.

**Priorities:** Applications funded through these grants shall address the following priorities:

1. Activities that address the fire and health hazards of smoking materials.
2. Activities that address the key fire and life safety behaviors addressed in the *Massachusetts Public Fire and Life Safety Education Curriculum Planning Guidebook*.
3. Activities that prevent and reduce fire and burns.
4. Have trained fire and life safety educators providing education, training and programming in their communities.

**Eligibility:** All municipal fire departments/districts may apply for the Senior SAFE Program. Any city or town whose fire department/district had a S.A.F.E. program grant between 2010 and 2014 and is committed to working with school systems, public health and other community agencies to develop a well conceived and coordinated fire safety education program is eligible to apply for the School-based S.A.F.E. program grant. Fire departments with ongoing programs may use grant resources to enhance their current efforts by adhering to the S.A.F.E. program's guidelines. Fire departments/districts that are not eligible for a program grant may apply for a planning grant.

**Planning**

**Grants:** Fire departments/districts that have not had an active school-based S.A.F.E. program between 2010 and 2014 are eligible to apply for a planning grant. School-based S.A.F.E. planning grants are awarded based on available funds. It is anticipated that \$1,500 will be the award for planning grants. Planning grants can be awarded once, then fire departments/districts must apply for program grants.

**Funding:** Departments shall use funds to adopt and carry out fire and life safety education in their community. One half of the budget of a school-based S.A.F.E. grant must be devoted to the core school-based program. Senior SAFE is primarily for the education of seniors. To be eligible for a Senior SAFE grant, the fire department must partner with a community organization that works directly with seniors.

## 2015 School-based S.A.F.E. and Senior SAFE Grant Application

### School-based S.A.F.E. Grants Tiers

Tier	Amount	Population
1	\$2,600	0-4,999
2	\$3,500	5,000-14,999
3	→ \$4,100	15,000-29,999
4	\$5,200	30,000-49,999
5	\$6,500	50,000-89,999
6	\$10,200	90,000-499,999
7	\$13,600	Over 500,000

*Town  
Population*

← 3rd grade  
234  
K=248

### Senior SAFE Grant Tiers

Tier	Amount	Population
1	\$1500	0-4,999
2	\$1800	5,000-14,999
3	→ \$2000	15,000-29,999
4	\$2200	30,000-49,999
5	\$2400	50,000-89,999
6	\$2600	90,000-499,999
7	\$2800	Over 500,000

Grant funding is based on a tiered amount. Fill out the budget page with the requested amount determined by your population.

#### Program Period:

The grant award funds shall be expended within 12 months of the date of the award letter. Required reports must be submitted within 14 months.

#### Submission Requirements:

##### Departments can submit two ways:

1. Submit the grant online. Departments must send a signature form with 'wet' signatures of necessary officials. See the last page.
2. Submit an **ORIGINAL** and **ONE COPY** of your completed application if mailing. A team designated by the Division of Fire Safety will read and score the applications.

Applications **must be received** no later than **5:00 PM on Tuesday, October 7, 2014** by mail or hand delivery to:

Department of Fire Services  
P.O. Box 1025, State Road  
Stow, MA 01775  
ATTN: 2015 S.A.F.E. Program

Please **do not include** any additional pages or materials to the applications that are not otherwise specified. **Do not bind the grant applications** and **do not attach the instruction sheets**. Faxed applications are **NOT** acceptable.

**2015 School-based S.A.F.E. and Senior SAFE Grant Application**

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*THE APPLICATION IS AVAILABLE ON-LINE AT OUR WEBSITE*

[www.mass.gov/dfs](http://www.mass.gov/dfs)

**Deadline for Submissions:**

**NO EXTENSIONS** for submissions of applications will be granted. Applications must be received by **5:00 PM on Tuesday, October 7, 2014.**

**Reporting Requirements:**

All grantees are required to submit the FY '14 Year-End report by January 30, 2015.

**Unexpended Grant FY 2015 Funds**

The time period to spend Fiscal Year 2015 S.A.F.E. grant funds expires on December 31, 2015. At that time, grantees will be able to apply for a one time 6-month extension to spend those funds. Extension applications must include a plan on how the remaining funds will be used. At the end of the extension period, all unexpended funds must be returned to the Commonwealth with a final budget worksheet.

**Fiscal Year 2014 S.A.F.E. Funds**

Communities have until December 31, 2014 to spend their FY '14 funds. Communities may request a one-time six-month extension with their completed year-end report.

**Unexpended Grant FY 2013 Funds and Prior Years**

In accordance with guidance from the Office of the State Comptroller, the time period to spend Fiscal Year 2013 (or any prior year) balance has expired. Any unexpended FY 2013 (or prior year) funds must be returned to the Department of Fire Services. Please coordinate with your financial official to arrange for the return of these funds to DFS as soon as possible.

**Compliance Review**

The Department of Fire Services will be conducting reviews to ensure that communities are complying with the requirements of the S.A.F.E. or Senior SAFE program, and to provide technical assistance. The reviews may be conducted over the telephone or in person and may involve additional documentation beyond year-end reports.

**Contact:**

For assistance with your program or application, please contact Cynthia Ouellette at [Cynthia.ouellette@state.ma.us](mailto:Cynthia.ouellette@state.ma.us) or (978) 567-3381.

**Required information:** Departments must submit the following: (If you are applying for both grants, submit only one copy of the Community Data and Demographics sheets.)

**School-based S.A.F.E.:**

1. Signature page if emailing (Page 38)
2. Community Data Sheet (Page 6)
3. Community Demographics (Page 7)
4. Budget Formulation Worksheet (Page 8)
5. School-based Mission Statement (Page 9)
6. Program Goals and Objectives (Page 11-12)



## **2015 School-based S.A.F.E. and Senior SAFE Grant Application**

---

7. Program Narrative (Page 13)
8. Community Education Activities Worksheet (Page 17)
9. Copy of student evaluation tool ✓
10. Copy of instructor/educator evaluation tool. ✓

### **Senior SAFE:**

1. Signature Page if emailing (Page 38 )
2. Community Data Sheet (Page 6)
3. Community Demographics (Page 7)
4. Budget Formulation Worksheet (Page 8)
5. Senior SAFE Mission Statement (Page 10)
6. Program Goals and Objectives (Page 11-12)
7. Program Narrative (Page 15)

### **Planning grant: See page 18**

1. Signature Page if emailing (Page 38 )
2. Community Data Sheet (Page 6)
3. Community Demographics (Page 7)
4. Budget Formulation Worksheet (Page 8)
5. Program Goals and Objectives (Page 11-12)
6. Your program must have one school-based and one community-based activity.

### **Joint Grants: See page 27**

1. Signature Page if emailing (Page 39 )
2. Community Data Sheet for each fire department or district (Page 6)
3. Community Demographics for each fire department or district (Page 7)
4. Signed Joint Agreement (Page 28-30)
5. **This in addition to the application requirements listed above.**

**2015 School-based S.A.F.E. and Senior SAFE Grant Application**

**Community Data Sheet**

*For joint grants each community must complete a separate community data sheet.*

**Preparer Information**

Name	Dominic Barbagallo
Title	Fire lieutenant
Organization Name	Gloucester Fire Dept
Address	8 School ST
City	Gloucester ma
State	massachusetts
Zip	01930
Business Phone	978-281-9760
Business Fax	978-281-9822
Preparer and S.A.F.E. Educator Emails	DBarbagallo@gloucester-ma.gov
FDID Number	09107

Category: School-Based S.A.F.E. ☐

Senior SAFE ☐

School AND Senior SAFE ☒

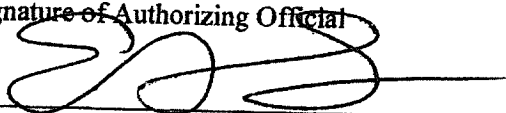
School-Based SAFE Grant Amount Requested : \$ 4,100.00

Senior SAFE Grant Amount Requested: \$ 2,000.00

Total SAFE Grant Amount Requested: \$ 6,100.00

Type of Grant Requested: Program Grant ☒ Planning Grant ☐ Joint Grant ☐

Signature of Authorizing Official

 9/25/14

Fire Department, Authorizing Official, and Date

**2015 School-based S.A.F.E. and Senior SAFE Grant Application**

**Community Demographics**

**School-based S.A.F.E. and Senior SAFE Program**

*For joint grants each community must complete a separate community demographics sheet.*

<b>Total Community Population</b> Source: Department of Fires Services from 2010 U.S. Census.		
For school-based S.A.F.E. complete the school enrollment information.	Public	Private
<b>K-12 School Enrollment</b>		
Pre-K -K	324	15
Grades 1 and 2	450	
Grades 3 and 4	486	5
Grades 5 and 6	409	
Grades 7 and 8	475	
Grades 9 and 10	466	
Grades 11 and 12	469	
<b>Total</b>	0 3079	0 20
<b>Number of Schools (by type):</b>	Public	Private
Elementary	23 6	23 1
Middle	23 1	23 0
High	23 1	23 0
<b>Total</b>	69 8	69 1
For Senior SAFE enter older adult pop.		
<b>Population 65+</b>	5,099	
<b>Other High-Risk Population Targeted (specify)</b> _____		
<b>Total</b>	0 5,099	

**S.A.F.E. Educator Training**

Name of Lead S.A.F.E. Educator who has completed MFA <i>Public Fire and Life Safety Educator Training</i>	Dominic Barbogatto
Name of Lead S.A.F.E. Educator who will complete MFA <i>Public Fire and Life Safety Educator Training</i> by June 30, 2015.	

Budget Category	Description	School-Based Budget Amount	Senior S.A.F.E. Budget Amount
Salary	To defray personnel costs incurred as a result of a commitment to S.A.F.E., such as replacement costs of firefighters dedicated to S.A.F.E. program initiatives. Compensation paid to employees engaged in activities affiliated with this grant may include regular salary, replacement salary, overtime, overtime replacement and other salary benefits.	\$1,982.40	\$200.00
Training	To provide training of personnel in any nationally recognized fire safety curriculum. Training courses and seminars sponsored by the Department of Fire Services are available. Typical expenses in this category include tuition, S.A.F.E. related in-state travel or lodging, and meal expenses. This includes training conducted by the fire department which should be listed under personnel costs.	\$450.00	<del>0</del>
Equipment	Costs associated with the purchase and installation of equipment affiliated with this grant. To purchase or lease equipment to support and enhance S.A.F.E. efforts such as televisions, DVD players, and camcorders. For the Senior SAFE Program, funds may be used to purchase smoke alarms, carbon monoxide alarms, replacement batteries, tools such as drills and step ladders for installation, high-end heat limiting devices for stoves, in-hood stove top fire extinguishers, house numbers, nightlights, and other similar fall prevention devices.	<del>0</del>	\$200.00
Materials & Supplies	Costs associated with any materials or supplies affiliated with the grant including: program curriculum, workbooks, DVDs, videos, handouts, classroom supplies, T-shirts, bumper stickers, and other educational or promotional materials.	\$1,300.00	\$800.00
Other	To purchase miscellaneous and/or incidental items related to the successful implementation of the S.A.F.E. program.	\$367.00	<del>0</del>
Total	The Total should be the total amount you are eligible to apply for in your tier. See page 3 of the instructions for the tiers.	\$4,100.00	\$2,000.00

Balance of Unexpended  
FY 2013 Funds

\$

(Any unexpended funds should be returned to DFS)

Chief's signature

Date

**2015 School-based S.A.F.E. and Senior SAFE Grant Application**

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**Program Objectives: (One page limit for each grant application.)**

What do you want your community members (students, adults, etc.) to know or be able to do as a result of your program?

It is the hope of the Gloucester Fire Department to provide information and educate the senior population in home fire safety with an emphasis towards the safe use space heaters, smoke detectors and the importance of a home fire safety plan. So they will be able to prevent an accident and to respond appropriately to an emergency in their home.

## **2015 School-based S.A.F.E. and Senior SAFE Grant Application**

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### **Program Goals: (One page limit for each grant application.)**

The Gloucester Fire Department's goal for senior fire safety is to provide an educational program designed specifically for senior citizens such as: addressing smoke detectors, safe use of space heaters, cooking /stove issues and general housekeeping. It is our hope to be able to guide the senior citizens of Gloucester to maintain a safer home environment.

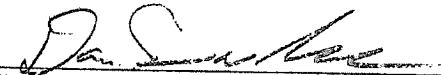
**SCHOOL-BASED S.A.F.E. PROGRAM MISSION STATEMENT**

The Student Awareness of Fire Education (S.A.F.E.) program is a fire and life safety education program designed to equip elementary, intermediate, and high school students with skills for recognizing the dangers of fire, including the fire risks of smoking materials. The core school-based program is taught by specially trained firefighters. Many of the firefighters are trained emergency medical technicians who have seen the catastrophic health effects of smoking-induced illnesses.

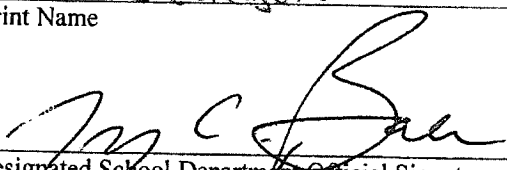
S.A.F.E. educators serve as role models while providing students with information about the dangers of fire, and age-appropriate information on preventing and surviving fires. S.A.F.E. education aims to affect change in the behavior and safety of the community at large.

The S.A.F.E. Program is designed to create partnerships between schools and fire departments. Partners work together to reach goals and objectives in the state's Curriculum Frameworks, in the Common Core of Learning, and to teach key fire safety behaviors from the *Massachusetts Public Fire and Life Safety Education Curriculum Planning Guidebook*. Partners also model teamwork for students.

*Please sign and date below to acknowledge your community's pledge to adhere to the S.A.F.E. mission by striving to achieve its goals and objectives.*

 9/23/14  
Designated Fire Official Signature Date

Dominic Borbagelle Lieutenant  
Print Name Title

 9/18/14  
Designated School Department Official Signature Date

Gregg Bach Asst. Superintendent  
Print Name Title

### SENIOR SAFE PROGRAM MISSION STATEMENT

The Senior SAFE program is a fire and life safety education program designed to improve the safety of older adults in Massachusetts through education addressing the unique fire risks for this age group. These risks include smoking, home oxygen use, cooking, electrical, and heating dangers. The program is taught by specially trained firefighters. Many of the firefighters are trained emergency medical technicians who have seen the catastrophic effects of smoking-induced illnesses and the dangers of fire associated with home medical oxygen use.

Senior SAFE also aims to improve safety in the homes of older adults. Programs may include the installation of smoke and carbon monoxide alarms, testing and replacing batteries in these devices, installation and checking of house numbers, installation of heat limiting devices on stoves, in-hood stove fire extinguishers, nightlights, and other fall prevention interventions where needed. Firefighters will also provide education about safety devices and practices in order to improve the safety of older adults in the community.

The Senior SAFE educator serves as a community leader who provides firsthand knowledge of the dangers associated with fire and age-appropriate information on preventing and surviving fires. Senior SAFE education aims to affect a change in the behavior and safety of older adults in the community. Senior SAFE is designed to create partnerships between older adults and fire departments through established providers of senior support services such as Councils on Aging, Senior Centers, Visiting Nurse Associations, and other agencies that serve seniors.

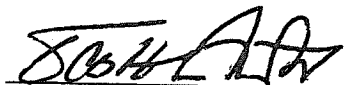
*Please sign and date below to acknowledge your community's pledge to adhere to the S.A.F.E. mission by striving to achieve its goals and objectives.*

  
Designated Fire Official Signature

9/23/14  
Date

Dominic Barbagallo  
Print Name

Lieutenant  
Title

  
Designated Senior Agency Partner Signature

9/26/14  
Date

SCOTT M TRENTI  
Print Name

EXECUTIVE DIRECTOR  
Title



**2015 School-based S.A.F.E. and Senior SAFE Grant Application**

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**Program Objectives: (One page limit for each grant application.)**

What do you want your community members (students, adults, etc.) to know or be able to do as a result of your program?

**2015 School-based S.A.F.E. and Senior SAFE Grant Application**

**Program Objectives: (One page limit for each grant application.)**

What do you want your community members (students, adults, etc.) to know or be able to do as a result of your program?

**2015 School-based S.A.F.E. and Senior SAFE Grant Application**

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**Program Goals: (One page limit for each grant application.)**

**2015 School-based S.A.F.E. and Senior SAFE Grant Application**

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**Program Goals: (One page limit for each grant application.)**

**Program Objectives: (One page limit for each grant application.)**

What do you want your community members (students, adults, etc.) to know or be able to do as a result of your program?

The students will be able to identify and recognize  
smoke detector sounds as well as to understand the Stay Low  
& Go program and be able to respond with appropriate actions.

## 2015 School-based S.A.F.E. and Senior SAFE Grant Application

**Program Narrative: School-based S.A.F.E. (2 page limit for each grant application.)**  
See page 20 for specific required information.

**You must include:** target audience, how many classrooms you intend to visit and how often, presentation style will you use, key fire safety behaviors you will teach, curricula you will use, how you will be evaluating (copies of both student and instructor evaluations must be included in the application), how you plan to cover the risks of smoking, and an explanation about how this is a 50% school-based grant.

### Page 1

Our current program is aimed at the third grade level in the Gloucester Public School district. We would like to expand our program to the kindergarten and preschool levels.

We intend to present age-appropriate information obtained from the Department of Fire Safety as well as demonstrate fire safety skills through the use of lectures, video and interactive demonstrations at the classroom levels with emphasis on the different smoke detector sounds and the Stay Low and Go program.

The programs will be delivered at the schools in a classroom setting to two third grade classes and two kindergarten classes in each of the five schools within the Gloucester Public School District as well as to several nursery and preschools.

It is our hope to evaluate the program through handouts obtained through the Department of Fire Safety and homework returns, as well as a teacher review card for instructor evaluation.

Instructors have been trained through the Department of Fire Service S.A.F.E. Program.

**2015 School-based S.A.F.E. and Senior SAFE Grant Application**

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**Program Narrative: School-based S.A.F.E. (2 page limit for each grant application.)**

**Page 2**

**2015 School-based S.A.F.E. and Senior SAFE Grant Application**

**Program Narrative: Senior SAFE (2 page limit for each grant application.)**  
See page 23 for specific required information.

**You must include:** how many groups you will present to, how many home visitor train-the-trainer programs you plan, what will be included in the presentations (education, smoke alarm installations), how many home visits you plan, whether you will educate or install smoke alarms, or do both?

*For those receiving this grant for the second year, describe your program from 2014 – what was accomplished and how you can improve.*

**Page 1**

The Gloucester Fire Department has partnered with SeniorCare of Gloucester to reinforce fire safety for the senior population of Gloucester. We plan on having a town meeting type of event at the senior center in Gloucester as well as at each of the six senior housing complexes in Gloucester.

The subjects to be covered this year will include fire drill instruction, home oxygen use and care as well as smoke detector use and maintenance.



**Program Narrative: Senior SAFE (2 page limit for each grant application.)**

**Page 2**

**2015 School-based S.A.F.E. and Senior SAFE Grant Application**

**Please List Other Community Education Activities:**

<b>Activity</b>	<b>Topics to be covered/Key fire safety behaviors</b>
Care Provider Programs (e.g. Parents, Babysitter s, School Advisory Councils) Please describe.	
After School Programs	
Seniors/Older Adult Programs (If applying for a Senior SAFE Program grant as well, leave this blank.)	
Anti-tobacco Initiatives	
Community Presentations	A Fire Prevention Kiosk is planned for a Downtown Days event during the summer
<del>Special Education Curriculum</del>	
Health Fairs	
Fire Department Open House	
Other	

**FY 2015 School-based S.A.F.E. Planning Grant Application**

**Requirements:**

Those applying for a planning grant should request \$1,500; however, actual awards will be determined based on available funds.

- Please complete pages 6, 7, 9 and 17 from the S.A.F.E Program Grant Application.
- One lead S.A.F.E. educator must have completed the Massachusetts Firefighting Academy's *Public Fire and Life Safety Educator* course by June 30, 2015.
- Your program must have at least one school-based and one community-based activity.
- Answer these questions:

1. Is the fire department current through June 2014 with its MFIRS reporting requirements? Yes\_\_\_\_ No\_\_\_\_
2. Is at least one classroom-based activity planned? Yes\_\_\_\_ No\_\_\_\_
3. Is at least one community program planned? Yes\_\_\_\_ No\_\_\_\_
4. Name of the lead S.A.F.E. Educator who has completed (or will complete by 6/30/15) the 5-day Public Fire and Life Safety Educator course. \_\_\_\_\_

## 2015 School-based S.A.F.E. and Senior SAFE Grant Application

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**Funding of your S.A.F.E. Grant is contingent on the following:**

***For School-Based S.A.F.E. Program Grants***

1. Your completion of any outstanding year-end reports, including your final budget worksheet, if you had extensions.
2. Documented partnership with schools or other agencies involved with your target audience.
3. Your program must address the fire risks of smoking materials.
4. Your program must list the key fire safety behaviors to be taught to each age group.
5. One half of the budget must be devoted to the core school-based program.
6. One lead S.A.F.E. educator must have completed the Massachusetts Firefighting Academy's *Public Fire and Life Safety Educator* course by June 30, 2015.
7. Your program must include a method for documenting student and educator evaluations.

***For Senior SAFE Grants:***

1. Your partnership with elder service agencies involved with your target audience.
2. Your program must address the fire risk of smoking materials.
3. Your program must teach key fire safety behaviors.
4. One lead S.A.F.E. educator must have completed the Massachusetts Firefighting Academy's *Public Fire and Life Safety Educator* course by June 30, 2015.
5. Installation programs must include a documented educational component.
6. All installers must be trained to provide in-home fire safety education.

***For Planning Grants***

1. One lead S.A.F.E. educator must have completed the Massachusetts Firefighting Academy's *Public Fire and Life Safety Educator* course by June 30, 2015.
2. Your program must have one school-based and one community-based activity.

### **Elements of a Successful School-Based S.A.F.E. Program:**

- A. Joint Planning** - S.A.F.E. requires collaborative effort among the fire service, educators, and other outside agencies.
- B. Written Agreement** – In order to implement S.A.F.E., a written agreement between the head of the fire department and school officials is required. All parties must sign the mission statement included in the application section demonstrating each agency's commitment to S.A.F.E. and to achieving the goals outlined in the application.
- C. Firefighter/Educator Selection** – The high quality of the educator is the foundation of the S.A.F.E. Program.
- D. Firefighter/Educator Training** – The success of the lessons delivered and the partnership with the school relies on well-trained educators. S.A.F.E. educators must be properly trained in classroom management and presentation techniques in order to be credible. Skills developed as a result of the training provided to educators by the Massachusetts Firefighting Academy (MFA) will ensure program consistency and quality. Every S.A.F.E. program should have a lead educator that has completed the MFA's 5-day *Public Fire and Life Safety Educator* course or plans to enroll the lead educator as part of the grant application. The course provides training in classroom management techniques, child and adult

## 2015 School-based S.A.F.E. and Senior SAFE Grant Application

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development, lesson planning, public speaking, and program evaluation skills. Through these instructions, the educator will develop a working knowledge of existing fire safety education curricula, trends, theories and elementary and secondary curriculum frameworks.

### E. Narratives for School-based S.A.F.E.

**Write your program goals and objectives.** Your application should state your program goals and objectives. Your budget and evaluation measures should correspond to your goals and objectives.

A goal is a general statement describing what you hope to accomplish. An objective states who, what, when, where and how the goals will be accomplished.

The following are some examples of goals and objectives:

**GOAL:** To conduct a public fire and life safety education program within the *Anytown* elementary schools using firefighters trained as educators.

**OBJECTIVE:** To train two firefighters as life safety educators by sending them to the 5-day *Public Fire and Life Safety Education* training at the Massachusetts Firefighting Academy.

#### **Program Narrative (2 page limit)**

Summarize your existing program in one paragraph. Describe new programs.

Include the following in your proposed FY '15 S.A.F.E. program:

- Describe the target audience (grade levels, ages, segment of community)
- Describe which key fire safety behaviors you will address as outlined in the *Massachusetts Fire and Safety Education Curriculum Planning Guidebook*. For each grade level, describe the nationally recognized fire safety curricula you will draw lessons from.
- Describe how you will deliver your program (e.g. two classroom visits to each of 15 third grades followed by a visit through the fire safety house).
- Describe how you will conduct student evaluations. Which evaluation tool will you use (the 3<sup>rd</sup>, 6<sup>th</sup>, or 10th grade evaluations developed by DFS, or another tool)? Describe how you will conduct program/educator evaluation.
- Describe training of S.A.F.E. educators, or plans to train S.A.F.E. educators.

- F. Curriculum** – A core curriculum for the S.A.F.E. program consists of any nationally recognized fire safety curriculum, or any suitable combination of nationally recognized curricula. Programs should contain segments on: the dangers of fire, the results of unsafe use and improper disposal of smoking materials, and discussion of the harmful effects of smoking-induced illness from the EMT/Firefighter perspective. The *Massachusetts Fire and Life Safety Education Curriculum Planning Guidebook* is available to the educator. The *Guidebook* outlines key fire safety behaviors by age group. Please specify the key fire safety behaviors you will teach to each age group in your goals and objectives and on your activity sheet.

- G. Classroom Instruction** – School-based programs must be the core of a successful S.A.F.E. Program. Other activities such as presentations to parent organizations support the core program. ***Individual classroom instruction is more effective than assembly-type programs. While assembly or auditorium style presentations are sometimes the only option a school offers, they are less effective and thus discouraged, except in combination with individual classroom visits with the same students.***

Programs that reach the same students multiple times are most effective because more key fire safety behaviors can be taught and reinforced in multiple visits than in a single visit or in a large assembly. Programs that reach a larger percentage of the school-age population have a greater impact in the community. **One-half of the budget must be devoted to the core school-based program.** Priority will be given to programs that provide classroom-based instruction; have multiple contacts with individual students; reach a larger percentage of the school-based population; and clearly articulate the key fire safety behaviors that will be taught at each grade level.

- H. Student Evaluation-** All S.A.F.E. programs must include a method of conducting and documenting student evaluations. Recognizing that in most communities there is neither the time nor the resources to conduct a thorough evaluation of each grade, fire and school departments are encouraged to **select one grade** and consistently evaluate that grade from year to year. **In large communities a representative sample is acceptable.**

Written results (statistics) must be summarized in the required year-end report. Please **submit a copy of the evaluation instrument that you plan to use with the grant application (test, rubric, checklist, etc.).** Evaluations can take the form of:

- written pre and post-tests;
- post-tests only;
- homework assignments (evaluated by a checklist or rubric);
- essays (evaluated by a checklist or rubric);
- completed home escape plans (evaluated by a checklist or rubric); or
- written documentation of successful demonstration by each student of a key behavior (e.g., so that you can summarize how many students successfully demonstrated stop, drop and roll, how many required coaching, and how many did not demonstrate at all.)

***Use of the DFS Evaluation Tools***

The Department of Fire Services (DFS) has created evaluation tools for use with 3<sup>rd</sup>, 6<sup>th</sup>, and 10<sup>th</sup> graders. Communities are encouraged to use these tools to develop a consistent evaluation of the S.A.F.E. Program across the state. If you plan to use either the 3<sup>rd</sup>, 6<sup>th</sup>, or 10<sup>th</sup> grade evaluation tools, **please attach a copy with your application (cover sheet only, not the whole test)** and indicate your intention to use the evaluation on your activity worksheet.

- H. Firefighter/Educator Evaluation** – Procedures to monitor and evaluate the S.A.F.E. educator's classroom performance are important to the success of the S.A.F.E. Program and must be included. This helps to ensure that the S.A.F.E. curriculum is presented accurately and effectively and that it is adequately tied into curriculum framework objectives. Educator and course evaluations must be used to assess presentation, content, and educator effectiveness. Teacher feedback on specific lesson plans or presentation

## 2015 School-based S.A.F.E. and Senior SAFE Grant Application

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styles is an important component of the collaboration. **Please submit a copy of the instructor evaluation tool you plan to use.**

- I. Informal Educator/Student Interaction** – In addition to formal classroom teaching, S.A.F.E. educators need to spend time interacting with students informally. This provides students with an opportunity to become acquainted with the firefighter. The firefighter becomes a trusted friend and mentor, someone a student can turn to if he or she is experiencing difficulty.
- J. Teacher Orientation** – In order to function effectively in the classroom, the educator needs the support and understanding of teachers. S.A.F.E. educators need to meet with teachers to explain their role and to discuss how they can work together to reach the program's objectives. Knowing the classroom teacher's learning objectives can help the S.A.F.E. educator integrate the lesson into what is currently happening in the classroom.
- K. In-Service Training** –The program will provide opportunities for regular in-service training for the S.A.F.E. educator. Emphasis on continued training ensures that skills are reinforced and the S.A.F.E. educator is kept informed of the latest teaching methods and program initiatives. The Department of Fire Services is planning to conduct a series of single and multi-day in-service workshops. In addition to skill development, these workshops will provide an opportunity for on-going program evaluation and peer review of implementation techniques.
- L. Community Presentations** – Firefighters, educators and others committed to the success of this effort must ensure that the program is visible and widely accepted. The intent is to promote community understanding, acceptance, and support by establishing coalitions that are essential for S.A.F.E.'s successful implementation. While the classroom-based program is at the core, programs that include parents, grandparents and the larger community in supporting the classroom-based program can be key to its success.
- M. Policy Initiative** – Fire departments, school departments, local boards of health and councils on aging are encouraged to collaborate whenever appropriate to promote a fire safe environment.
- N. Role Model** – Because S.A.F.E. educators are role models for youth, care should be taken that students do not see those few remaining firefighters who smoke in the act of smoking while on-duty or in uniform whether it be near the fire station, the school, or out in the community.
- O. MFIRS** –MGL Chapter 148, Section 2 requires participation in the Massachusetts Fire Incident Reporting System (MFIRS). A score of 5 points will be awarded for compliance with the requirements of this reporting system.

### Elements of a Successful Senior SAFE Program:

- A. **Joint Planning** – Senior SAFE requires a collaborative effort among the fire service, educators, and other outside agencies. The goal of the Senior SAFE program is to encourage fire departments to collaborate with other senior service agencies in the community such as Councils on Aging, Senior Centers, Meals on Wheels, Boards of Health, Visiting Nurses, Home Health Aides and Home Visitor Programs.
- B. **Written Agreement** – In order to implement Senior SAFE, a written agreement between the head of the fire department and the partnering elder service agency is necessary. All parties must sign the mission statement included in the application section demonstrating each agency's commitment to Senior SAFE and to achieving the goals outlined in the application.
- C. **Firefighter/Educator Selection** – The high quality of the educator is the foundation of the Senior SAFE Program.
- D. **Firefighter/Educator Training** – The success of the lessons delivered and the partnership with the elder service agency relies on well-trained educators. Senior SAFE educators must be properly trained in presentation techniques in order to be credible during homes visits and group presentations. The skills developed as a result of the training provided to educators by the Massachusetts Firefighting Academy (MFA) will ensure consistency and quality. Every Senior SAFE program should have a lead educator that has completed the MFA's 5-day *Public Fire and Life Safety Educator* course or plans to enroll the lead educator as part of the grant application.
- E. **Narratives for Senior SAFE:**
  - Program Goals and Objectives** – (1 page limit for each)
  - Your application must state your program goals and objectives. Budget and evaluation measures should correspond to the goals and objectives.

A goal is a general statement describing what you hope to accomplish. An objective states who, what, when, where and how the goals will be accomplished.

The following are some examples of goals and objectives:

GOAL: To conduct a public fire and life safety education program for older adults.

OBJECTIVE: Train two firefighters as life safety educators by sending them to a *Remembering When™* Fire and Falls Prevention Program or "Train the Trainer" in service program.

GOAL: To increase the community's ability to manage fire risk by increasing the number of working smoke alarms in older adults' homes.

OBJECTIVE: Firefighters will ride with *Meals on Wheels* volunteers during Fire Prevention Week to ask if they can test smoke alarms, replace old batteries and schedule follow-up visits to replace aging smoke or CO alarms.



## 2015 School-based S.A.F.E. and Senior SAFE Grant Application

### **Program Narrative** – (2 page limit)

Include the following in your FY '15 Senior SAFE Program Narrative:

- Describe which key fire safety behaviors you will address.
  - Describe how you will deliver the program (e.g. a series of five presentations at the senior center on different topics including: cooking safety, heating safety, and home escape planning.)
  - Describe the plan to work with your partnering agency to deliver education.
  - If applicable, describe how you will conduct installer/educator evaluation.
  - If applicable, describe training of S.A.F.E. educators and non-fire department partners.
- F. Curriculum** – A core curriculum for the Senior SAFE program consists of any nationally recognized curricula or program for older adults, or the key fire safety behaviors in the *Curriculum Planning Guidebook*.
- G. Group Presentations** – This may include presentations to a general audience at senior centers on a series of different fire and life safety topics such as *File of Life*, fall prevention, carbon monoxide safety, fire escape planning, smoke alarms, cooking fire safety, home oxygen fire safety, smoking, electrical, and heating fire safety.
- H. Home Visitors** – The fire department may choose to train home visitors who already work one-on-one with older adults to deliver fire and life safety education. Building on established relationships, these ambassadors (after training) can deliver fire and fall prevention messages, test smoke alarms, conduct safety checklists, or install smoke or carbon monoxide alarms or other safety devices. Visiting nurses can work one-on-one with patients to address individual fire and fall prevention issues over time, without overwhelming patients.
- I. Smoke Alarm/CO Alarm Installation Programs** - The fire department and its community partner may choose to conduct a smoke alarm or carbon monoxide alarm installation program. This can include devices to alert people who are deaf and hard of hearing that there are fire or CO emergencies. Alarms must actually be installed, not merely handed out. In-home education must be a key component of the program. The education and installation may be conducted by the fire department alone, by home visitors trained by the fire department, or by the two agencies together. Studies have shown that home education paired with actual installation is the most effective approach. While installation and education can be conducted by the fire department or trained service worker, a collaborative approach is believed to be most effective at building rapport in the community.
- J. Installation of Other Safety Devices** – Programs may include the installation of high-end heat limiting stove-top devices and in-hood fire extinguishers as ways of addressing cooking fires, the leading cause of senior fire-related injuries. Other safety devices such as grab bars and nightlights to prevent falls, and visible house numbers are also allowed.
- K. Policy Initiative** – Fire departments, school departments, local boards of health and councils on aging are encouraged to collaborate when appropriate to promote fire safe environments.
- L. Role Model** – Because Senior SAFE educators are role models care should be taken that seniors do not see those few remaining firefighters who smoke in the act of smoking while on-duty or in uniform, whether it be near the fire station or out in the community. Senior SAFE educators should keep in mind they are role models representing the fire department

## 2015 School-based S.A.F.E. and Senior SAFE Grant Application

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and the municipality whenever they are interacting with the public or in public view, whether on or off duty.

**M. MFIRS – MGL Chapter 148, Section 2** requires participation in the Massachusetts Fire Incident Reporting System (MFIRS). A score of 5 points will be awarded for compliance with the requirements of this reporting system.

### Use of Funding and Budget Information

**Budget Worksheet** – Specify the total dollar amounts that you propose to spend for each budget item. The total must equal the grant amount requested. The Grand Total should be the total amount you are eligible to apply for in your tier. See page 3 of the instructions for tier information.

#### **Limitations on the Use of S.A.F.E. Funds**

Funds for programs and services provided through this grant are intended to supplement *not supplant* other funding sources. Generally, no funding will be approved for:

- Construction, office furniture (e.g. copiers, air conditioners, heat lamps, fans, file cabinets, desks, chairs, rugs, etc.), and the purchase or lease of motor vehicles.
- Out of state travel or out of state lodging.
- Any existing program, salaries or other costs *unrelated* to the S.A.F.E. program.
- Code enforcement activities.
- Stipends for schoolteachers and lay personnel.
- The purchase of a Fire Safety House.

#### **Payment Terms**

The Massachusetts Department of Fire Services agrees to disburse funds on or about 10 days following the award notice. The payment schedule will be subject to the Commonwealth's funding allotment schedule, which is the methodology used to manage cash-flow statewide, and may be subject to change.

#### **Balance of Unexpended Funds**

If your community has any FY 2013 or prior year unexpended funds they should be returned to DFS, as the time to use them has expired. Do not include any FY 2014 funds, as the time to spend those has not expired.

#### **Selection Process:**

The Division of Fire Safety will designate a team to review grant applications.

Several items will be required on a pass/fail basis for applications to be considered. Applications that fail to include any one of these items will be returned. The applicant will have one week to provide the required information or the application will not be considered.

**Pass/Fail Requirements:** (see pages 31-37 for the program scoring sheet)

**Pass/Fail Requirements for all applications:**

1. Demographics page complete.
2. Application provides the name of an active S.A.F.E. educator who either holds a teaching certificate or **has completed or is enrolled in the Massachusetts Firefighting Academy's 5-day Public Fire and Life Safety Educator (PF&LSE) course.**
3. The fire risk of **smoking materials** (cigarettes, pipes, lighters, matches, etc.) is one of the key fire safety behaviors addressed.
4. All past due S.A.F.E. Year-End Reports have been completed and submitted.

**Additional Pass/Fail Requirements for School-based S.A.F.E. applications:**

5. Authorized representatives have signed the mission statement attesting to a joint planning process and commitment to work to achieve the goals outlined in the application. For school-based S.A.F.E. both the **school and fire departments** must sign.
6. The key fire safety behaviors to be taught at each grade level are listed.
7. The budget justification shows a minimum of **50% of the budget supporting a school-based program.**
8. The application details how student evaluations will be documented and a copy of the evaluation instrument is attached.

**Each application will be considered successful if all requirements are met.**

**Additional Pass/Fail Requirements for Senior SAFE applications:**

1. Authorized representatives have signed the mission statement attesting to a joint planning process and commitment to work to achieve the goals outlined in the application. For Senior SAFE, both the fire department and the elder service agency must sign. Examples are: Councils on Aging, Senior Centers, Meals on Wheels, Housing Authorities, Visiting Nurses or Home Health Aid Associations.
2. The key fire safety behaviors to be addressed are listed.
3. Any installation program also provides for in-home education.

**Senior SAFE applications must have all the required information identified in the application.**

**Pass/Fail Requirements for Planning Grants:**

1. The application provides the name of an active S.A.F.E. educator who either holds a teaching certificate or **has completed or is enrolled in the Massachusetts Firefighting Academy's 5-day Public Fire and Life Safety Educator (PF&LSE) course.**
2. The program narrative must outline one specific school-based program (such as classroom visit, fire safety house visit, assembly program) and one community program (such as an open house).

## **2015 School-based S.A.F.E. and Senior SAFE Grant Application**

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**Scoring Sheets:** A copy of the Scoring Sheets that will be used by the reviewers is included in this document on pages 31-37.

**Allocation of Grants -** A list of communities, their population tier and the amount they are eligible to apply for accompanies this application.

**Fire Districts -** Fire departments or districts applying for a School-based S.A.F.E. or a Senior SAFE grant are eligible to apply for the portion of the town's total eligible amount equal to the portion of the town's population they protect.

For instance, a community is divided into three districts (District 1 protects 60%, District 2 protects 25%, and District 3 protects 15% of the town's population). The town's funding amount based on population is \$4,000. District 1 would be eligible to apply for 60% of \$4,000, which is \$2,400; District 2 would be eligible to apply for 25%, which is \$1,000 and District 3 would be eligible to apply for 15%, which is \$600.

**Regional or Joint Applications for Program Grants -** Fire departments/districts may enter into agreement with other districts in their community, or other departments, to serve as a single provider for public fire education services. With the signed agreement (see pages 28-30) and the Signature Page for Joint Agreements (Page 39) departments/districts in a community, a single department/district will then be eligible to receive full funding for all the departments/districts. Please complete the Community Data Sheet and Community Demographics on pages 6 and 7 for each participating fire department/district.

**Joint Agreement Between  
The Department of Fire Services**

**And**

**The S.A.F.E (Student Awareness of Fire Education) Grant  
Recipients**

**Senior SAFE Grant Recipients**

(To be completed only by Communities/ Districts submitting joint applications)

This agreement is entered into by and between the Commonwealth of  
Massachusetts, Department of Fire Services, State Road, Stow, Massachusetts  
and the City/Town of \_\_\_\_\_, as principal acting on  
behalf of itself and the City/Town(s) of \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_,

beneficiaries and regional grant recipients. This agreement is for:

Student-based S.A.F.E.	<input type="checkbox"/>
Senior SAFE	<input type="checkbox"/>
Both	<input checked="" type="checkbox"/>

In exchange for mutual promises contained herein, as good and sufficient  
consideration, the receipt and sufficiency of which are hereby acknowledged, the  
parties are agreed as follows:

**TERMS AND CONDITIONS**

**I) The Department**

A) The Department of Fire Services shall provide S.A.F.E. grant monies, in  
the amount of \$ \_\_\_\_\_, in accordance with the funding formula  
provided for in the regional SAFE grant application, incorporated herein by  
reference.

### Section 127 and Section 127 E Stamp Application

A) This money is intended to be used for public fire education services to be provided by the principal for itself and all its beneficiaries. The total grant award as provided, above, and shall be the total sum award for the principal and its beneficiaries as determined by the SAFE grant formula provided in the grant application.

## II) The Principal and Beneficiaries

A) The principal and its beneficiaries agree to enter into any necessary agreements necessary to effectuate the purpose of the grant award and the terms of this agreement, including but not limited to, the execution of contracts related to the grant.

B) The principal and beneficiaries, expressly warrant that they will abide by the terms of the S.A.F.E. grant and this agreement in exchange for the grant award monies provided for and referenced herein. The beneficiaries will “forgo funding” for their respective communities in exchange for their receipt of services as provided herein.

**So Agreed:**

**For the Department of Fire Services:**

Stephen D. Coan, State Fire Marshal

Date \_\_\_\_\_

For the Principal: City/Town of Gloucester

Gormine Dault  
Designated Signature Authority

Date \_\_\_\_\_

9/23/14

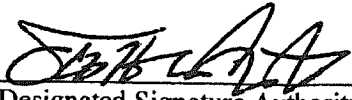
Dominic Barbagallo  
Print Name and Title

Lieutenant

**2015 School-based S.A.F.E. and Senior SAFE Grant Application**

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**For the Beneficiaries:**

City/Town of: GLoucester   
Designated Signature Authority  
SCOTT M TREVISI, EXEC. DIRECTOR Print Name and Title

City/Town of: \_\_\_\_\_  
Designated Signature Authority  
\_\_\_\_\_ Print Name and Title

City/Town of: \_\_\_\_\_  
Designated Signature Authority  
\_\_\_\_\_ Print Name and Title

2015 School-based S.A.F.E. and Senior SAFE Grant Application

Scoring Guide for Grants

Required Information					
	Yes	No	Partial Information	Comments	Met All Requirements
<b>School-Based S.A.F.E. Grant</b>					
This plan must include all of the following:					
<b>Part I</b>					
Demographics					
PFALSE Trained Member					
Name: _____					
Or: Name of member of complete PFALSE by June 30, 2015 _____					
Past Year-end Reports Complete					
MFIRS Complete					
Budget Page Signed by the Chief or Signature Page included					

SAFETY



2015 School-based S.A.F.E. and Senior SAFE Grant Application

Scoring Guide for Grants

Required Information					
School-Based S.A.F.E. Grant	Yes	No	Partial Information	Comments	Met All Requirements
<b>Part 2</b>  <b>Documented School Partnerships:</b> <ul style="list-style-type: none"> <li>Signed by the Chief and Superintendent of Schools</li> </ul>					
<b>Part 3 Narrative</b> <ul style="list-style-type: none"> <li>Does the program include clear Goals?</li> <li>Does the plan include measurable Objectives for the program?</li> </ul>					
Does the Plan include a descriptive narrative which includes ALL of the following components: <ol style="list-style-type: none"> <li>How many planned classroom visits</li> <li><b>Planned presentation style</b> – Classroom visits, Assemblies, a combination of both</li> <li><b>What Key Fire Safety Behaviors</b> will be taught</li> <li><b>What Curriculum</b> will be used</li> </ol>					



2015 School-based S.A.F.E. and Senior SAFE Grant Application

Scoring Guide for Grants

Required Information		Yes	No	Partial Information	Comments	Met All Requirements
<b>Senior SAFE Grant</b>						
<b>PART I</b> This plan must include all of the following:						
Demographics						
PFALSE Trained Member						
Name: _____ Or: Name of member of complete PFALSE by June 30, 2015 _____						
Past Year-end Reports Complete						
MFIRS Complete						
Budget Page Signed by the Chief or included on signature sheet for online submission.						

Required Information					
Senior SAFE Grant	Yes	No	Partial Information	Comments	Met All Requirements
<b>Part 2</b>  Documented Partnerships with a Senior Agency Serving Older Adults: COA's, Visiting Nurses, Meals On Wheels  <b>Part 3 Narrative</b>  Does the plan include clear GOALS for the program?  Does the plan include clear Objectives for the program?  Does the plan include a descriptive narrative which includes <u>All</u> of the following components:  1. How many visits are intended? (home visits, senior center visits) Be specific in your plans)  2. What is the Planned Presentation Style (group, home, other? How partnering with your senior agency?					

Required Information		Comments			
Senior SAFE Grant	Yes	No	Partial Information	Comments	Met All Requirements
<b>Part 3 Narrative continued:</b>  1. What Key Fire Safety Behaviors will be taught?  2. Training of non-fire department home visitors for education or smoke alarm installation identified.  3. Joint home visits with the partnering senior agency planned?  4. Plans for follow-up to home visits?  5. Installing other devices – high end heat limiting devices on stove or in-hood fire extinguishers.					

SAMPLE

**2015 School-based S.A.F.E. and Senior SAFE Grant Application**

**Required Information**

**Scoring Guide for Grants**


<b>Planning Grant</b>	<b>Yes</b>	<b>No</b>	<b>Partial Information</b>	<b>Comments</b>	<b>Met All Requirements</b>
<b>Part 1:</b>  1. MFIRS Current. Is the fire department current through June 2013 with its MFIRS reporting requirements?  2. At least one activity is classroom based.  3. At least one activity is community based.  4. Name of lead S.A.F.E. educator who has completed or will complete by 6/30/14 in 5-day Public Fire and Life Safety Educator course.					

**SAFETY**

Signature Page

Signature page must be mailed to: Department of Fire Services  
P.O. Box 1025, State Road  
Stow, MA 01775  
ATTN: 2015 S.A.F.E. Program

I hereby acknowledge that I have reviewed and approved the above grant and budget application and the information provided herein is, as of this date, true and accurate.

  
Signature - Chief of the Fire Department 9/25/14  
Date

**For the School-based S.A.F.E. grant:**

Please sign and date below to acknowledge your community's pledge to adhere to the S.A.F.E. mission by striving to achieve its goals and objectives.

  
Signature - Designated Fire Official 9/23/14  
Date

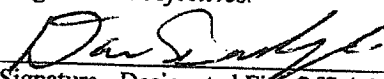
Dominic Barbagallo  
Print Name Lieutenant  
Title

  
Signature - Designated School Department Official 10/1/14  
Date

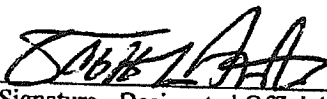
Gregg Bach  
Print Name Assistant Superintendent  
Title

**For the Senior SAFE:**

Please sign and date below to acknowledge your community's pledge to adhere to the S.A.F.E. mission by striving to achieve its goals and objectives.

  
Signature - Designated Fire Official 9/23/14  
Date

Dominic Barbagallo  
Print Name Lieutenant  
Title

  
Signature - Designated Official 9/26/14  
Date

SCOTT M TRENTI  
Print Name EXECUTIVE DIRECTOR  
Title

## Joint Application

Signature page must be mailed to: Department of Fire Services  
P.O. Box 1025, State Road  
Stow, MA 01775  
ATTN: 2015 S.A.F.E. Program

I hereby acknowledge that I have reviewed this joint application and approved the above grant and budget application and the information provided herein is, as of this date, true and accurate.

For the Department of Fire Services:

\_\_\_\_\_  
Stephen D. Coan, State Fire Marshal Date

For the Principal: City/Town of \_\_\_\_\_

\_\_\_\_\_  
Designated Signature Authority Date

\_\_\_\_\_  
Print Name and Title

For the Beneficiaries:

City/Town of Gloucester

\_\_\_\_\_  
Designated Signature Authority Date

Gregg Bach Asst. Superintendent  
Print Name and Title

City/Town of \_\_\_\_\_

\_\_\_\_\_  
Designated Signature Authority Date

\_\_\_\_\_  
Print Name and Title




# 2015 School-based S.A.F.E. and Senior SAFE Grant Application

Budget Category	Description	School-Based Budget Amount	Senior S.A.F.E. Budget Amount
Salary	To defray personnel costs incurred as a result of a commitment to S.A.F.E., such as replacement costs of firefighters dedicated to S.A.F.E. program initiatives. Compensation paid to employees engaged in activities affiliated with this grant may include regular salary, replacement salary, overtime, overtime replacement and other salary benefits.	\$1,982.40	\$200.00
Training	To provide training of personnel in any nationally recognized fire safety curriculum. Training courses and seminars sponsored by the Department of Fire Services are available. Typical expenses in this category include tuition, S.A.F.E. related in-state travel or lodging, and meal expenses. This includes training conducted by the fire department which should be listed under personnel costs.	\$450.00	0
Equipment	Costs associated with the purchase and installation of equipment affiliated with this grant. To purchase or lease equipment to support and enhance S.A.F.E. efforts such as televisions, DVD players, and camcorders. For the Senior SAFE Program, funds may be used to purchase smoke alarms, carbon monoxide alarms, replacement batteries, tools such as drills and step ladders for installation, high-end heat limiting devices for stoves, in-hood stove top fire extinguishers, house numbers, nightlights, and other similar fall prevention devices.		200.00
Materials & Supplies	Costs associated with any materials or supplies affiliated with the grant including: program curriculum, workbooks, DVDs, videos, handouts, classroom supplies, T-shirts, bumper stickers, and other educational or promotional materials.	1200.00	800.00
Other	To purchase miscellaneous and/or incidental items related to the successful implementation of the S.A.F.E. program.	367.60	0
Total	The Total should be the total amount you are eligible to apply for in your tier. See page 3 of the instructions for the tiers.	<del>\$0.00</del> 4100.00	<del>\$0.00</del> 2000.00

Balance of Unexpended  
FY 2013 Funds

\$ None (No grant in 2013)

(Any unexpended funds should be returned to DFS)

  
Chief's signature

9/25/14  
Date

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

CITY CLERK  
GLOUCESTER, MA  
15 JAN 22 PM 1:30

**TO: City Council**  
**FROM: Sefatia Romeo Theken, Mayor**  
**DATE: January 23, 2015**  
**RE: Addendum to the Mayor's Report for the January 27, 2015 City Council Meeting**

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Councilors:

We are pleased to announce that Charles J. Payson, Esq. accepted our offer of employment as the City's General Counsel. We feel fortunate to have been able to attract a candidate with Mr. Payson's credentials, and I encourage the City Council to extend him a warm welcome. It is with pleasure that I put Charles J. Payson, Esq. forward for the position of General Counsel for a one year term to expire February 14, 2016.

Included as **Enclosure 1** is a copy of Mr. Payson's resume as well as the job description for the General Counsel. *Please refer this matter to the **Ordinance and Administration** subcommittee for review and approval.*

January 21, 2015

Dear Mayor Romeo-Theken and Members of the Gloucester City Council,

I write regarding the General Counsel position for the city of Gloucester. I am interested in the position and it is my hope that you will give due consideration to my candidacy for it.

My career as an attorney has been focused on the intersection of public policy and law. During my time in the public sector, I worked on solutions to broad and specific policy questions through the creation and passage of statutes and regulations. While in the private sector, I worked with statutes and regulations, and the caselaw that assists lawyers in interpreting the law, to benefit my employers and clients. As a result, I have gained important insight into the creation of statutory and regulatory law, its impact on the public and how it may be utilized to address important policy questions.

On a personal note, while I am not a resident of Gloucester I am no stranger to the city. Over the years, my wife and I have built many lasting friendships and business relationships with those in the city. We always enjoy our time in Gloucester and have a fundamental appreciation for the city's historic past and its bright future.

I hope to get the opportunity to utilize my experience to the benefit of the city of Gloucester as its General Counsel. Thank you for your consideration of my candidacy. I look forward to speaking with you soon.

Sincerely,

Charles J. Payson, Esq.

# CHARLES J. PAYSON, ESQ.

44 OBER STREET, BEVERLY, MASSACHUSETTS 01915  
(617) 680-6683 | [cjpayson@gmail.com](mailto:cjpayson@gmail.com) | [www.linkedin.com/in/cjpayson](http://www.linkedin.com/in/cjpayson)

## EXPERIENCE

### THE LIBERTY SQUARE GROUP, Boston, MA

2013-present

*The Liberty Square Group (LSG) is a full-service strategic government affairs, communications, economic development, campaigns and grass roots mobilization firm. LSG provides legislative and executive branch issue development; liaison service; legislative advocacy; and federal, state and local marketing, positioning, and business development. LSG works on behalf of an array of interests including non-profits, municipalities, state and local governmental agencies, healthcare businesses, labor unions and Fortune 500 companies.*

#### **Senior Vice President**

- Serves as a member of the senior leadership team at the Liberty Square Group.
- Maintains a growing and robust practice in the areas of government affairs, communications, economic development, community affairs and grassroots mobilization.
- Provides strategic advice to clients and other entities such as non-profits, labor unions, healthcare companies, political campaigns and others.
- Drafts legislation and conducts statutory and regulatory review for clients.

### SETH MOULTON FOR CONGRESS (MA), Salem, MA

2013-present

*Seth W. Moulton is a Democrat and an Iraq war veteran who successfully ran for and won a seat in Congress from the 6<sup>th</sup> Congressional District of Massachusetts. Against the odds, Mr. Moulton defeated incumbent nine-term Democratic Congressman John Tierney in the primary election by ten points and went on to defeat former Massachusetts State Senator Richard Tisei in the general election by thirteen points.*

#### **Senior Advisor and Political Director**

- Serves as a key advisor to Mr. Moulton since the inception of his campaign for Congress.
- Provides counsel to Mr. Moulton on political matters in the 6<sup>th</sup> District, the Commonwealth and nationally.
- Drove strategy discussions pertaining to Mr. Moulton's transition to elected office.
- Worked with important constituent groups and local elected officials on behalf of Mr. Moulton.
- In two short months, secured over twenty endorsements that raised nearly \$100,000 from local and national labor unions for Mr. Moulton's general election campaign.
- Reviewed contracts and provided legal advice to the candidate and his campaign committee.

### LAW OFFICE OF CHARLES J. PAYSON, Marblehead/Danvers/Beverly, MA

2004-present

*Established a small law practice shortly after passing the bar and continued to practice law periodically.*

- Provided legal advice on a myriad of civil matters.
- Drafted and/or reviewed documents such as contracts, wills, powers of attorney, legal opinions, legal memoranda, legal letters, mortgages.
- Conducted legal research into federal and state statutory and regulatory law as well as caselaw.

### CONGRESSMAN JOHN F. TIERNEY (MA), Peabody, MA

2011-2012

*Congressman John F. Tierney has served as a member of Congress since 1996. His district, the 6<sup>th</sup> Congressional District in Massachusetts, follows the coastline north of Boston to the New Hampshire border and includes nearly 40 cities and towns the largest of which are Lynn, Peabody, Beverly, Salem and Gloucester.*

#### **District Director**

Served as Congressman Tierney's principal district advisor, his primary point person in the community and the director of the daily operation of his district office and its staff.

- Led the Congressman's efforts in the district on several high profile projects such as congressional re-districting and the preservation of the Bedford VA Hospital.
- Worked closely with 6<sup>th</sup> District businesses, education institutions and healthcare industries as well as labor unions and non-profit organizations to coordinate and advance the Congressman's priorities.
- Served as the Congressman's principle liaison with the rest of the congressional delegation as well as the state and local elected officials.
- Managed a staff of between eight to ten and directed all daily district office operations in the Congressman's two congressional offices (Peabody and Lynn) including scheduling, constituency casework, outreach strategy (design and implementation) and federal office coordination with the JFT for Congress campaign among others.
- Provided significant review and input into the office employee manual as well as contract review and advice to the chief of staff regarding miscellaneous legal matters.

**NORTHEAST HEALTH SYSTEM (NHS)**, Beverly, MA

2007-2010

*NHS is a 4,000-employee / \$450M community health system that includes three business divisions: senior health, behavioral health, and acute care (a business division that contains Beverly Hospital, BayRidge Hospital in Lynn, Addison Gilbert Hospital in Gloucester and an ambulatory care facility in Danvers).*

**Vice President, External Affairs**

Recruited to serve as the principal strategic communications, government affairs, and community relations executive managing a four-member team and a budget of approximately \$1M.

- Guided the board of directors, several CEOs, and senior management through public relations and media crises such as the Gloucester High School contraception debate, the possible closing of the North Shore Birth Center, a CEO's ouster, and a new CEO's takeover of the organization.
- Advised the CEO on and guided his participation in the Boston Globe's Spotlight Series entitled "Unhealthy System" which was a several part exposé on healthcare in Massachusetts and was published in the winter of 2008-2009.
- Led the organization's advocacy efforts during the 2010 Massachusetts healthcare reform debate that included meetings with legislators such as the Senate Majority Leader and the Senate President, as well as the drafting of and advocacy for the inclusion of pilot program language in one of two healthcare reform packages.
- Led the organization's efforts to improve its working relationship with certain labor unions, specifically the building trades and the IBEW Local 103, in order to avoid significant and public labor unrest.
- Assisted inhouse legal counsel with the drafting and review of various legal documents including, without limitation, contracts, memoranda, opinions, letters etc.

**SENATOR STEVEN TOLMAN**, Boston, MA

2004-2007

*Senator Tolman began his career as a legislator in the Massachusetts House of Representatives in 1994. In 1998, he was elected to the Massachusetts State Senate where he continues to serve today. Senator Tolman represented the 2<sup>nd</sup> Suffolk and Middlesex District that was comprised of the towns of Brighton, Watertown, Belmont, Northwest Cambridge, and the Back Bay and the Fenway areas of Boston.*

**Chief of Staff**

Recruited to serve as Senator Tolman's chief of staff and principal advisor on all issues necessary to his work representing the 2<sup>nd</sup> Suffolk and Middlesex District in the Massachusetts State Senate.

- Served as the Senator's point person when he became the first Senate chair of the newly created Mental Health and Substance Abuse Committee.
- Worked closely with the Senator as he began his public campaign fighting for fair treatment for addicts and increased funding for substance abuse treatment facilities and services within the Commonwealth.
- Managed a staff of five and directed daily office operations, including policy creation, media strategy, legislation development, and constituency casework.
- Drafted legislation and provided statutory and regulatory as well as legal advice for the Senator.

**THE WHITE HOUSE**, Washington, DC

1997-2000

*William J. Clinton was elected the 42<sup>nd</sup> president of the United States in November 1992. President Clinton served two consecutive four-year terms from January of 1993 until January of 2001. He was the first Democrat elected to serve two full terms as president since Franklin D. Roosevelt.*

**Associate Director of the Office of Public Liaison** (06/99-07/00)**Assistant Director of Presidential Scheduling** (1/99- 6/99)**Special Assistant to the Director of Presidential Scheduling** (3/98- 1/99)**Director of Presidential Scheduling Correspondence** (8/97- 3/98)

- Served as a primary point of contact for the agriculture, law enforcement, and sports communities and managed outreach efforts to those constituencies, including participating in the planning and execution of:
  - o A Presidential event outside of Minneapolis where the President spoke about the importance of Permanent Normal Trade Relations with China and a meeting with then Senate Minority Leader Tom Daschle (SD) regarding R-CALF, a national cattle producer organization.
  - o The President's participation in an event in Oklahoma City commemorating the 5<sup>th</sup> Anniversary of the Oklahoma City Bombing.
  - o The President's participation in White House events honoring championship teams such as the 1999 Men's and Women's NCAA Basketball Champions (University of Connecticut and Purdue University), 1999 NHL Champions (Dallas Stars), 1999 NCAA Football Champions (Florida State), and the 1999 US Open Tennis Champions (Andre Agassi and Serena Williams).
- Briefed the President, Vice President, senior staff, and/ or Cabinet members prior to their participation in events or meetings.
- Traveled with the President to various events in presidential motorcades or aboard Air Force One.
- Served as the key coordinator of the social and personal schedules of the President.

**SENATOR TOM HARKIN (IA)**, Washington, DC

1995-1997

Served as **Staff Assistant; Office Manager; Legislative Correspondent; and Assistant to the Chief of Staff.**

<u>HARKIN FOR SENATE CAMPAIGN</u> , Davenport and Muscatine, IA <b>Volunteer</b>	1996
<u>CLINTON-GORE RE-ELECTION CAMPAIGN</u> , Washington, DC <b>Volunteer</b>	1996
<u>REPRESENTATIVE PATRICK KENNEDY (RI)</u> , Washington, DC <b>Volunteer-Staff Assistant</b>	1995
<u>REPRESENTATIVE PHILIP SHARP (IN)</u> , Washington, DC <b>Staff Assistant</b>	1994-1995

#### C L E R K S H I P S

<u>SHUTZER, LAURION &amp; ASSOCIATES</u> , Lynn, MA <b>Law Clerk</b>	2003-2004
<ul style="list-style-type: none"> <li>• Drafted and reviewed, without limitation, legal memoranda, contracts, wills, trusts, motions, letters to clients, mortgages, .</li> <li>• Conducted case reviews and client interviews.</li> <li>• Conducted legal research which included federal and state statutory, regulatory and case law analysis.</li> <li>• Attended motion hearings on behalf of supervising attorney.</li> <li>• Drafted responses to interrogatories and participated in depositions.</li> </ul>	
<u>SUFFOLK UNIVERSITY LAW SCHOOL</u> , Boston, MA <b>Research Assistant for Professor Kathleen Elliott Vinson</b>	2002-2003
<u>MASSACHUSETTS TEACHERS ASSOCIATION (MTA)</u> , Boston, MA <b>Law Clerk</b>	2002
<u>ATTARDO &amp; MILLER LLP</u> , Marblehead, MA <b>Law Clerk</b>	2001-2002

#### E D U C A T I O N

**Juris Doctor**, SUFFOLK UNIVERSITY LAW SCHOOL, Boston, MA, 2003  
**Bachelor of Arts, History**, INDIANA UNIVERSITY, Bloomington, IN, 1995

#### P R O F E S S I O N A L   A S S O C I A T I O N S

**Board Member**, GORDON COLLEGE EMPLOYER ADVISORY BOARD (2013-present)  
**Board Member**, ESSEX NATIONAL HERITAGE COMMISSION (2008-2010)  
**Board Member**, HOSPICE OF THE NORTH SHORE (2007-2010)  
**Board Member**, BRIDGE OVER TROUBLED WATERS (2006-2007)  
**Admitted**, MASSACHUSETTS BAR (2004)

# **CITY OF GLOUCESTER**

## **Job Description**

**Title:** General Counsel/City Solicitor

**Department:** Legal Office

**Supervisor:** Mayor

**Supervision  
Exercised:** Assistant General Counsel and Legal Secretary

**Grade:** M11

**Civil Service:** Exempt

**Union:** Exempt

**Responsibilities:** Provides the City with all municipal legal services excepting certain School Department matters and municipal bond matters. Uses independent judgment in representing the City's interests and remains responsible for advising and guiding all departments within the municipality on matters of legal compliance.

**Duties:**

- ♦ Commences and prosecutes all actions by the City before any tribunal in the Commonwealth, whether in law or equity and whether State or Federal.
- ♦ Appears in, defends and advocates the rights and interests of the City wherein any estate, right, privilege, ordinance or act of the City government or any breach of any ordinance, may be brought into question.
- ♦ Appears before the legislature of the Commonwealth, or any committee thereof, whether either or both branches of the same, and there, in behalf of the City, to represent, answer for, defend and advocate the welfare and interests of the City wherever the same may be directly or incidentally affected, whether to prosecute or defend the same.
- ♦ Appears as counsel in the prosecution of violations of City ordinances and regulations in the District Court when requested by the City officials to do so.
- ♦ Drafts or reviews deeds, obligations, contracts, leases, agreements, conveyances and other legal instruments of whatever nature as requested by various officials.
- ♦ When requested, furnishes the City Council and any other officer of the City who may require it in the official discharge of his or her duties with a legal opinion on any subject relating to or affecting the duties of their respective offices. Attends meetings of City Boards and Commissions when requested.
- ♦ Manages all municipal legal affairs and in performing those duties, may refer

particular matters to special counsel. Also responsible for the supervision and management of any matter in which a special counsel is required.

- Performs such other additional powers and professional duties as the City Council may prescribe, including attendance at City Council meetings when requested.
- Supervises Assistant General Counsel and Legal Secretary.

**Qualifications:**

- ♦ Bachelor's and J.D. Degrees required.
- ♦ Must be admitted to the bar in Mass. for at least five years.
- ♦ Must be admitted to the United States District Court for Mass.
- ♦ Must have substantial professional experience in at least three of the following:
  - Civil trial practice
  - Appellate practice
  - Administrative law
  - Environmental law
  - Zoning and land use law
  - Public sector labor law
  - Workers' compensation
  - Public contract law
  - Public construction law
  - Drafting legislation and regulations
  - Municipal practice

- *revised 02/09*



City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

CITY CLERK  
GLOUCESTER, MA  
JAN 30 AM 8:30

**TO:** City Council President Paul McGeary

**FROM:** Sefatia Romeo Theken, Mayor

**DATE:** January 30, 2015

**RE:** Request for Public Hearing

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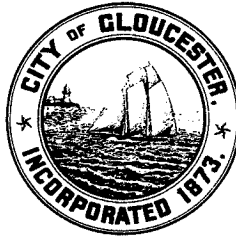
**Council President McGeary:**

The Administration is formally requesting that an informational public hearing be scheduled pertaining to the debt shift and increased property assessments.

Please advise as to the date and time of said public hearing, and every effort will be made to have appropriate City staff available to attend.

Thank you.

City Hall  
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Gloucester, MA 01930



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OFFICE OF THE MAYOR

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FAX 978-281-9738  
stheken@gloucester-ma.gov

CITY CLERK  
GLOUCESTER, MA  
15 FEB -5 PM 2:11

TO: City Council  
FROM: Sefatia Romeo Theken, Mayor  
DATE: February 3, 2015  
RE: Mayor's Report for the February 10, 2015 City Council Meeting

Councilors:

Matters requiring your attention and action are as follows:

**Enclosure 1** is a memorandum, relevant information and two Grant Applications and Checklists from Harbormaster Jim Caulkett for the following grants: Boating Infrastructure Grant (BIG) program for a new float system at Solomon Jacobs Park in the amount of \$263,930 and Massachusetts Clean Vessel Act Pumpout Grant program for the shoreside pumpout system and float that will become part of the new float system for Solomon Jacobs Park in the amount of \$90,000. *Please refer these matters to the **Budget and Finance** subcommittee for review and approval.* Jim Caulkett and members of the Waterways Board will be available to answer questions and provide further information as required.

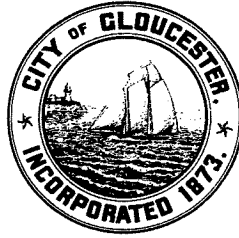
**Enclosure 2** is a memorandum from Harbormaster Jim Caulkett regarding a request to increase the Transient Mooring Fee, from \$25.00 to \$35.00 per night, pursuant to Gloucester City Ordinance Chapter 10, Section 10-51 (e). *Please refer this matter to the **Budget and Finance** subcommittee for review and approval.* Jim Caulkett and members of the Waterways Board will be available to answer questions and provide further information as required.

**Enclosure 3** is a memorandum from Assistant Director of Public Works Mark Cole requesting permission to pay expenses which were incurred without a Purchase Order in place. *Please refer this matter to the **Budget and Finance** subcommittee for review and approval.* Mark Cole, or his designee, will be available to answer questions and provide further information as required.

**Enclosure 4** is a memorandum from Chief Financial Officer John Dunn and a Special Budgetary Transfer Request (**#2015-SBT-34**) for the Fire Department. *Please refer **#2015-SBT-34** to the **Budget and Finance** subcommittee for review and approval.* Appropriate City staff will be available to answer questions and provide further information as required.

**Enclosure 5** is a memorandum from Chief Financial Officer John Dunn and a Special Budgetary Transfer Request (**#2015-SBT-35**) for the Legal Department. *Please refer **#2015-SBT-35** to the **Budget and Finance** subcommittee for review and approval.* Appropriate City staff will be available to answer questions and provide further information as required.

City Hall  
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Gloucester, MA 01930



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OFFICE OF THE MAYOR

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stheken@gloucester-ma.gov

**Enclosure 6** memorandum from Director of Public Works Mike Hale in addition to two Loan Authorization requests for CSO and Water related capital projects. *Please refer these matters to the **Budget and Finance** subcommittee for review and approval.* Appropriate City staff will be available to answer questions and provide further information as required.

**Enclosure 7 for your information** is a memorandum from Director of Information Technology James Pope and a fact sheet regarding a Citizen Request Management System called "**SeeClickFix**".

**Enclosure 8 for your information** is a memorandum and relevant information from Director of Information Technology James Pope regarding a Permitting, Licensing and Inspection Management System known as **ViewPoint**.

**Boards, Committees & Commissions:**

We are respectfully requesting City Council approval of the following **reappointments**:

**Affordable Housing Trust – two years, term to expire 2/14/2017**

Ruth Pino  
Michael Luster

**Board of Health – three years, term to expire 2/14/2018**

Richard Sagall  
Robert Harris

**Board of Registrars – three years, term to expire 2/14/2018**

Mark Nestor

**Cable TV Advisory Committee – three years, term to expire 2/14/2018**

Karen Favazza Spencer  
Geoffrey Bradford

**Capital Improvement Advisory Board – three years, term to expire 2/14/2018**

Joan Kimberley

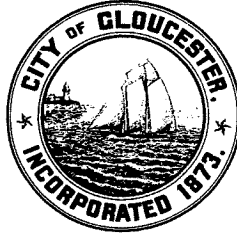
**Community Preservation Committee – three years, term to expire 2/14/2018**

John Feener (Conservation Commission representative)  
David Rhinelander (Historical Commission representative)

**Conservation Commission – three years, term to expire 2/14/2018**

John Feener  
Barry Gradwohl

City Hall  
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Gloucester, MA 01930



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**Council on Aging – three years, term to expire 2/14/2018**

Selma Bell  
Barry McKay  
Frederick Cowan  
Lee Harty  
Jay Gustaferra

**Downtown Development Commission – three years, term to expire 2/14/2018**  
Suzanne Silveira

**Clean Energy Commission – two years, term to expire 2/14/2017**

Linda Brayton  
Thomas Balf  
John Moskal  
Samuel Cleaves

**Historic District Commission – three years, term to expire 2/14/2018**  
Stephen Goodick

**Historical Commission – three years, term to expire 2/14/2018**

Amanda Nash  
Jeff Crawford  
Robert Whitmarsh  
Thomas O'Keefe

**Magnolia Woods Oversight & Advisory Committee – three years, term to expire 2/14/2018**

Dean Sidell  
Christine Rasmussen

**Open Space Committee – three years, term to expire 2/14/2018**

Noel Mann  
Patricia Amaral  
Heidi Wakeman

**Planning Board – five years, term to expire 2/14/2020**

Henry McCarl

**Tourism Commission – three years, term to expire 2/14/2018**

Pauline Bresnahan  
Laura Dow  
Paul Frontiero  
John Orlando  
Peter Webber

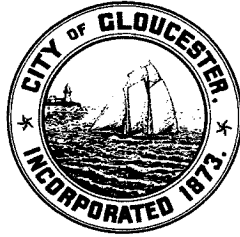
**Traffic Commission – three years, term to expire 2/14/2018**

Robert Francis

**Waterways Board – three years, term to expire 2/14/2018**

Karen Tibbetts (recreational)  
Ralph Pino (economic development)

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stheken@gloucester-ma.gov

**Zoning Board of Appeals – three years, term to expire 2/14/2018**  
James Movalli

Included as **Enclosure 9** is pertinent information regarding these reappointments. *Please refer these matters to the **Ordinance and Administration** subcommittee for review and approval.*

We are also respectfully requesting City Council approval of the following *new* appointments:

**Community Preservation Committee – three years, term to expire 2/14/2018**  
Catherine A. Schlichte  
Barbara Silberman

**Enclosure 10** contains letters of interest and other pertinent information regarding these new appointments. *Please refer this matter to the **Ordinance and Administration** subcommittee for review and approval.*

The Administration appreciates the Council's patience as we continue to review other requests for appointments to various boards, committees and commissions. Further appointments will be forthcoming in the next Mayor's Report to City Council for the February 24, 2015 meeting.

# **ENCLOSURE 1**

Nineteen Harbor Loop  
Gloucester, MA 01930



TEL 978-282-3012

FAX 978-281-4188

jcaulkett@gloucester-ma.gov

**CITY OF GLOUCESTER**  
HARBORMASTER'S OFFICE

**Memorandum**

From: Jim Caulkett, Harbormaster  
To: Mayor Sefatia Romeo Theken  
Date: January 30, 2015  
Subject: Grant Requests

Mayor Theken,

In your next Mayor's Report to Council will you include the attached two Waterways Board grant requests;

The first grant is through the Boating Infrastructure Grant (BIG) Program, this is for the new float system at Solomon Jacobs Park and will be installed upon the completion of the National Grid Remediation Project. The projected grant amount is \$263,930.00 dollars.

The second grant is through the Massachusetts Clean Vessel Act Pumpout Grant Program, this is for the shoreside pumpout system and float that is also part of the new float system for Solomon Jacobs Park. The projected grant amount is \$90,000.00 dollars. This grant program is a 75%/25% cost share. The Waterways Enterprise Account will be responsible for approximately \$22,500.00 (25%) of the \$90,000.00.

If you have any further questions please feel free to contact me.

Respectfully



**City of Gloucester  
Grant Application and Check List**

Granting Authority: State \_\_\_\_\_ Federal XX Other \_\_\_\_\_

Name of Grant: Boating Infrastructure Grant (BIG)

Department Applying for Grant: Harbormaster

Agency-Federal or State application is requested from: Division of Marine Fisheries

Object of the application: Solomon Jacobs Landing Floats

Any match requirements: As Identified on Page 7 of Grant Application

Mayor's approval to proceed:  2/3/15  
Signature Date

City Council's referral to Budget & Finance Standing Committee: \_\_\_\_\_  
Vote Date

Budget & Finance Standing Committee: \_\_\_\_\_  
Positive or Negative Recommendation Date

City Council's Approval or Rejection: \_\_\_\_\_  
Vote Date

City Clerk's Certification of Vote to City Auditor: \_\_\_\_\_  
Certification Date

City Auditor:  
Assignment of account title and value of grant: \_\_\_\_\_  
Title Amount

Auditor's distribution to managing department: \_\_\_\_\_  
Department Date sent

NOTE: A copy of all grant paperwork must be submitted to the Auditor's Office

**FORM: AUDIT GRANT CHECKLIST – V.1**



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**Solomon Jacob's Park Transient Boater Initiative  
Gloucester, Massachusetts  
2015 Proposal to the Boating Infrastructure Grant Program**



**September, 2014**

## **PROJECT STATEMENT**

### **Overview**

Solomon Jacob's Park Transient Boater Initiative (the Project) for which the City of Gloucester Waterways Board (WWB) is seeking Boating Infrastructure Grant (BIG) funding, is at the center of an initiative to make Gloucester an accessible port for recreational boaters while seeking to protect and enhance its working maritime heritage. In 2013, the City reinforced a commitment to recreational boaters by establishing a City run launch service and additional transient moorings outside the Inner Harbor.

The unique aspect of this Project is its location situated within a state-defined Designated Port Area (DPA). In Massachusetts, DPA's restrict land and water sheet uses to those directly related to the working waterfront. Under Massachusetts state law, the definition of a DPA specifically excludes all recreational boating facilities. In Gloucester Harbor, the DPA bounds include the portion of the harbor adjacent to the City's historic waterfront and bustling downtown – the very resources and services that benefit cruising transient boaters. The only recreational boating access allowable within a DPA definition is access through the placement of temporary tie-up floats and/or dinghy docks. Over the years, neither of these forms of access has proven to be cost effective for a local business enterprise nor has the City had the means to acquire harbor property and build access with solely local funding. This situation has left a dire need for visiting transient boaters to have access to the cultural, historic and recreational resources and services Gloucester has to offer.

This Project proposes to leverage the resources available from a larger water sheet project being undertaken by National Grid, a large Massachusetts utility, and the City of Gloucester. Funding provided by National Grid, the Gloucester Waterways Fund, and the Massachusetts Seaport Council matched 50:50 against Boating Infrastructure Grant funding will enable the City of Gloucester to make transient boater access to the cultural, historic, and recreational resources of Gloucester a reality.

The larger water sheet project is estimated to cost \$1,149,600. This application focuses on the transient boater portion with eligible costs of \$527,905 (see proration and eligible costs in BUDGET).

### **Need**

Because of the strict limits on land uses, especially recreational boating, imposed by the state DPA restrictions on Gloucester Harbor, there is an urgent need to monopolize upon the opportunity presented by the National Grid/City of Gloucester Solomon Jacob's Park Landing Project and ensure that transient boating access is a focal component of the Initiative by constructing a handicapped accessible, 87 linear foot

deep water tie-up, 188 linear foot drop off area, and 144 linear feet of dinghy dock for transient boats greater than 26 feet in length and their dinghies at a total project cost of \$527,905.

## **Objectives**

The objective of the Project is to provide visiting transient boaters access to the many attractions and resources of Gloucester, where none has existed in the past, by constructing within a 3 year period:

- 144 feet of dockage for transient dinghies (additional space may be available if a rock-removal process goes forward)
- Arched/Access Aluminum Bridge
- 87 feet of dockage for transient boater tie-ups with a low-tide depth greater than 6 feet
- 118 feet of dockage for public access drop off and pick up which can be used by eligible transient boaters
- 80' ADA compliant gangway

The WWB/Harbormaster is the agency responsible for setting policies for the use of public shoreside facilities and will guarantee regulations/staffing to assure that the transient boater facilities will be used in accordance with agreements in this proposal.

## **Expected Benefits and Results**

These project components will build on recent initiatives by the Harbormaster's Office, with the support of the City of Gloucester, to better serve transient boats. The Harbormaster started a launch service in 2013. It purchased a new launch for \$115,000 and has spent \$18,000 in operating cost for the 2013 and 2014 boating seasons. The WWB has done a harbor mooring survey to establish additional transient moorings and is assessing the feasibility of adding further such moorings. This is, in part, a response to the charge from Gloucester Mayor, Carolyn Kirk, to increase the moorings in the Harbor by 10%.

This project will further aid transient boaters by finally establishing a handicapped accessible, convenient route from their vessels to the numerous attractions in the City of Gloucester, the North Shore of Massachusetts region and to Boston, a world-class cultural center. All of these attractions are reachable by walking and by public transportation. Gloucester is a legendary fishing port and an ideal waypoint for boaters heading north to New Hampshire/Maine and south to Boston. Gloucester is still a working harbor with many facilities within easy walking distance of the Solomon Jacob's Park complex. Nearby are many shops, restaurants, the nationally recognized Cape Ann Art Museum, the Gloucester Harborwalk, a harbor water shuttle and a fleet of boats

which provide some of the best whale-watching trips in the Northeast. A new downtown hotel, within walking distance, is under construction.

The Cape Ann Transportation Authority provides bus service to the entire Cape, with its fine beaches and state parks. Cultural attractions such as the Rockport and Rocky Neck art colonies and the town of Rockport are accessible through this transportation service, with several stops near the proposed transient boater facilities. Within a half mile is a Mass Bay Commuter Railroad stop that provides train service to the historic port of Salem (30 minutes) and the renowned cultural center of Boston (55 minutes).

When completed, this Project will allow up to 7 transient vessels > 26' to tie up at any one time – that's up to 50 vessels in any one day, and will allow potentially 50 more transient vessels access at the dinghy dock.

### **Approach**

National Grid, the WWB and the Seaport Council are all making significant commitments to the project. Although the larger project and partner participation in that endeavor are evidence of the extent of the commitment of the partners and lay the groundwork for the transient boater project, NO BIG funds will be used for any part of the environmental remediation project or any dredging related to it. And, ALL funding requested and included from Partners in this Project's Budget Proposal is solely related to the Transient Boating Initiative's infrastructure.

National Grid is undertaking the environmental remediation of a section of Gloucester Harbor which includes shoreline reinforcement, the water sheet and the docking complex. National Grid will provide a clean, safe site for boaters and will provide new pilings for the Project docks. As National Grid indicated in their partnership letter, their total contribution will amount to approximately \$400,000.00.

For this Project they have agreed to authorize payment for the installment and payment for the steel, rock socketed piles totaling \$264,240.00. Using the 48% proration, National Grid's matching donation is \$126,835.

The WWB has received \$200,000 in funding from the Massachusetts Seaport Council of which \$109,300.00 will be used as match toward the transient portion of the project for the purchase of floats.

The City of Gloucester Waterways Enterprise Account authorized \$58,000.00 in funds to support a study and engineering analysis of the transient float project, \$27,840 of which is eligible for the transient portion of the project.

The Project will be managed by Kenneth Lento, National Grid, and by the City of Gloucester. The WWB will conduct the engineering and analysis and project study.

Upon completion, National Grid will prepare and file local, state, and federal permits and will begin by setting all piles and associated rock sockets. A 8' x 48' dinghy dock, 6' x 8' dinghy dock, 12 x 148' of heavy duty concrete main access way floats, and 12' x 45' concrete float will be installed by the City along with an 80' ADA compliant gangway and arched/access aluminum bridge to allow dinghies access behind the adjacent CVA pumpout station float.

### **Description of Activity**

The project consists of the placement of steel piles, placement of floating docks, placement of an 80' ADA gangway and arched aluminum bridge. The placement of piles will be the only in-water work required in this project. Compliance with NEPA, ESA and all relevant Massachusetts laws and permitting procedures will be managed by project partner, National Grid.

### **Project Location**

The Project is located in Gloucester, MA off of Harbor Loop, at the terminus of Solomon Jacob's Park at the following coordinates: 42 36.631 / 070 39.503 (also see attached Project Locus).

### **Other Federal Grants**

The relocation of an existing gangway and the purchase and installation of a shoreside pumpout station and an associated 8' x 44' float are part of a separate proposal to the Mass Clean Vessel Act Program. The proposal has already been accepted for inclusion in the Massachusetts 2015 CVA Application. No costs for this equipment or placement thereof have been included in this BIG application (See C on attached Project Plan). The transient project will move forward unimpeded by the outcome of the 2015 MA CVA Application. Although a shoreside pumpout adjacent to the facility would be a benefit to transient boaters, there is a City pumpout vessel available nearby for transient boaters' use.

## BUDGET JUSTIFICATION

### SOLOMON JACOB'S PARK TRANSIENT BOATING INITIATIVE

#### Project Proration to Determine Eligible Expenses:

PRORATION CALCULATIONS				
SOLOMON JACOB'S TRANSIENT BOATER ACCESS ESSENTIAL COMPONENTS				
Component Description	length	width	square feet	proration
dinghy dock - transient - A	6	24	144	
dinghy dock - transient - A	8	48	384	
tie up float - transient - A	12	45	540	
tie up float - transient - A	12	30	360	
main spine, pick up/drop off - shared - B	12	66	792	
main spine, pick up/drop off - shared - B	12	52	624	
total square footage of essential components			2844	100%
transient square footage			1428	50%
shared square footage			1416	50%
Component Description	est. no.	proration		
piles & rock sockets - transient	8	50%		
piles & rock sockets - shared	8	50%		
Based on these calculations, a conservative proration of 48% was used for all shared elements of the project in order to ensure that all estimated transient costs for the project are eligible (also see attached Project Plan).				

The Transient Boating Initiative at Solomon Jacob's Park is the focal point of a larger water sheet project. In order to determine the necessary proration for shared project components, square footage ratios for the floats essential to the project were utilized in the calculations. The square footage of the elements of the project that are dedicated to BIG eligible transient boaters is labeled above and in the attached Project Plan with the letter A. The two large main stem floats that are essential access to the dedicated transient tie-up floats and which will also be available for transient boater pick-up and drop-off are labeled above and in the attached Project Plan with the letter B. The entire 2,844 square foot structure will be support by approximately 16 steel piles. All project components that are dedicated to access for BIG eligible transient boaters have been identified and add up to 1,428 square feet. The remaining shared portion of the structure is 1,416 square feet. Project engineers have identified 8 piles as essential to the transient portion of the structure and 8 piles essential to the shared elements of the structure.

Although a case could be made to use a proration estimate as high as 50% (see table above), a conservative 48% proration was agreed to by project partners for the shared portions of the project in order to ensure that all projected budgeted costs are eligible.

**Proration Applied to Project Budget:**

<b>SOLOMON JACOB'S TRANSIENT BOATER INITIATIVE - BUDGET</b>			
<b>Transient Project Components</b>	<b>component</b>	<b>%</b>	<b>transient project</b>
	<b>cost</b>	<b>transient</b>	<b>cost</b>
Arched/Access Aluminum Bridge (essential for dinghy access)	\$14,400	100%	\$14,400
8' x 48' Dinghy Dock	\$46,080	100%	\$46,080
6' x 24' Dinghy Dock	\$17,280	100%	\$17,280
12' x 45' Short Term Tie Up Float	\$92,200	100%	\$92,200
12' x 30' Short Term Tie Up Float	\$64,800	100%	\$64,800
80 foot ADA Compliant Aluminum Gangway	\$33,600	48%	\$16,128
Steel Float Guide Piles w/connections (18 inch) 16 @ \$8,640.00 ea.	\$138,240	48%	\$66,355
Rock Socket for piles @ \$9,000.00 ea.	\$126,000	48%	\$60,480
Heavy Duty Shallow Draft Conc. Floats 118 ft x 12 ft = 1416 sq ft @ \$120.00 per sq. ft.	\$254,880	48%	\$122,342
Engineering and Design (requested pre agreement cost)	\$58,000	48%	\$27,840
<b>TOTAL TRANSIENT PROJECT COST</b>			<b>\$527,905</b>
<b>Project Partners and Match</b>			
National Grid - Piles and Rock Sockets	match	other	\$126,835
Gloucester Waterways Fund - Engineering & Design (requested pre agreement cost)	match	local	\$27,840
Massachusetts Seaport Council Grant - state dollars	match	state	\$109,300
<b>TOTAL MATCH</b>		<b>50%</b>	<b>\$263,975</b>
<b>TOTAL GRANT REQUEST</b>		<b>50%</b>	<b>\$263,930</b>

After applying the appropriate proration to the Project Budget, the total Transient Project Cost at Solomon Jacob's Park is **\$527,905**.

As National Grid indicated in their partnership letter, their total contribution will amount to approximately \$400,000.00. For this Project they have agreed to authorize payment for the installment and payment for the steel, rock socketed piles totaling \$264,240.00. Using the 48% proration, National Grid's matching donation is \$126,835.

The Massachusetts Seaport Advisory Council has also partnered with the Waterways Board and has granted the City \$200,000.00 for the purchase of floats at Solomon Jacob's Park. The City of Gloucester is directing \$109,300 of these state funds directly to the transient portion of the Project.

The Gloucester Waterways Fund is contributing \$58,000 to cover the cost of engineering and design for the project. Using the 48% proration, The Gloucester Waterways Fund matching contribution is \$27,840. This amount is also being requested as a pre-agreement cost eligible for reimbursement if expended prior to the Begin Date of this potential grant award.

After applying Partner match, the final BIG Grant Request for the Transient Project is **\$263,930**; thereby, providing at least 50% match under Criteria A.3., page 14 of the RFA.

**Indirect Charges:**

The Massachusetts Division of Marine Fisheries, Department of Fish and Game, Federally negotiated Indirect Rate for FY2015 is attached. However, there are NO Indirect Charges applied against this grant proposal.

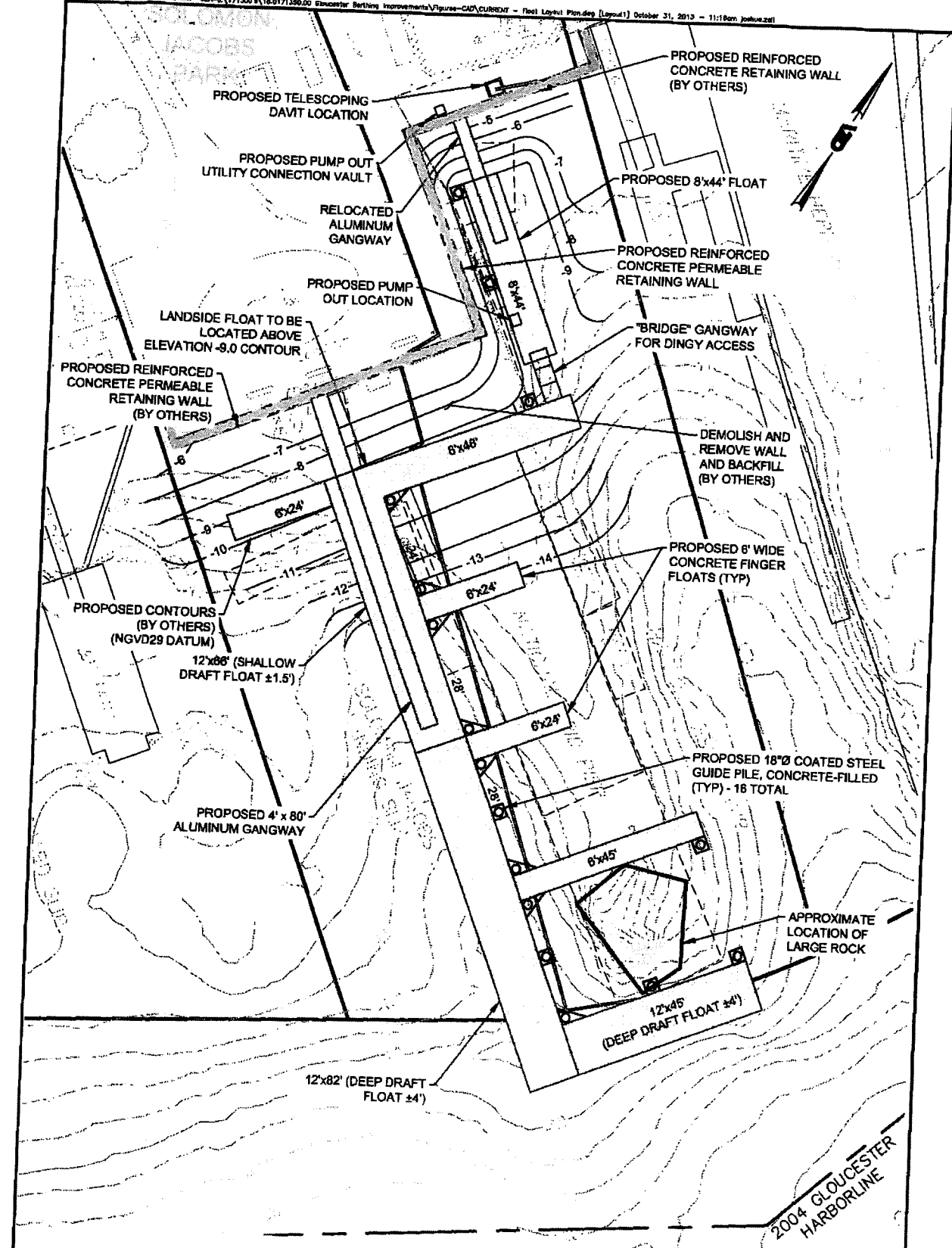


September 8, 2014

[illegible]

Information was supplied to the Bureau by the U.S. Navy from Pacific Photographic Island, Pearl. The information included an indication that the following was reported by The City of Honolulu which has been confirmed by the Bureau, concerning the security capabilities, reliability, or availability of those data. The City of Honolulu does not determine any further information with the aid of release of this information.

1994

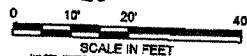


# LEGEND

- EDGE PAVEMENT
- 2004 GLOUCESTER HARBORLINE
- PROPERTY LINE
- NEW AND REPLACEMENT SEAWALL
- CHAIN LINK FENCE
- EDGE OF WOODED AREA/PLANTED AREA

## PROPOSED SITE PLAN

SCALE: 1"=20'



SCALE IN FEET

UNLESS SPECIFICALLY NOTED BY WRITTEN AGREEMENT, THE DRAWING IS THE PROPERTY OF GZA GEOENVIRONMENTAL, INC. (GZA). NO PART OF THIS DRAWING IS TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT THE WRITTEN PERMISSION OF GZA. THE USER OF THIS DRAWING SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. GZA SHALL NOT BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THIS DRAWING. THE USER SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. GZA SHALL NOT BE RESPONSIBLE FOR ANY ERRORS OR OMISSIONS IN THIS DRAWING.

**DRAFT**

GLOUCESTER HARBORMASTER  
BERTHING IMPROVEMENTS  
GLOUCESTER, MASSACHUSETTS

## PROPOSED SITE PLAN

PROJECT NO.	62A-15171300-01	DATE	OCT 2013
DESIGNED BY	DAS	DRAWN BY	JLZ
CHECKED BY	DAS	REVIEWED BY	DAS
APPROVED BY	DAS	DATE	OCT 2013

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

September 16, 2014

Ms. Stephanie Cunningham, Federal Aid and Grants Coordinator  
Boating Infrastructure Grant Program  
Massachusetts Division of Marine Fisheries  
30 Emerson Avenue  
Gloucester, MA 01930

Dear Ms. Cunningham,

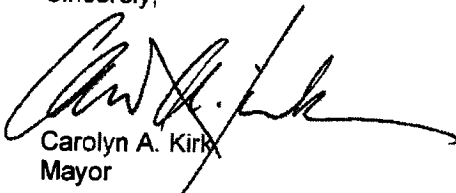
I am writing in strong support of the Transient Boater Initiative Proposal which is being submitted to the Boating Infrastructure Grant (BIG) Program by the City of Gloucester Waterways Board (WWB). Your favorable consideration of this request for Phase 1 improvements to the docking systems would also greatly enhance our ability to proceed with a Phase 2 implementation which would provide showers/restrooms and other transient boater facilities during remodeling of the building housing the Harbormasters' Office.

The WWB is requesting reimbursement for BIG-eligible costs of \$527,906 for Phase 1 docking system improvements. These improvements are nested within a much larger project cost which rests upon substantial commitments made by our private (National Grid) and public (Massachusetts Seaport Council and the City of Gloucester) partners. National Grid has provided \$126,835 in funding for BIG-eligible systems (\$66,355 for steel-float guide piles and \$60,480 for rock-socketing for these piles). The Massachusetts Seaport Council has provided \$109,300 for the dock system and the City of Gloucester Waterways Fund has provided \$27,840 in pre-agreement costs for engineering and design. More details on the commitments by these partners are outlined in the Transient Boater Initiative Proposal. The financial support of these partners clearly meets the 50% level desired in BIG criteria and is a very strong aspect of our request.

This Transient Boater Initiative also represents an innovative way to provide transient boater facilities within the constraints of the Designated Port Area within which the project sits. The DPA regulations are intended primarily to support the commercial fishing industry, a goal to which the City is committed. They are less friendly to expansion of facilities for recreational boaters. This proposal allows us to work within DPA constraints to provide dinghy and temporary dockage services for recreational boaters and to do so in a very cost-effective manner. The City of Gloucester also supports enhancing access to our fine harbor and community for recreational boaters. This Transient Boater Initiative enables us to advance this goal within the DPA framework.

Each of these points is further amplified in the Transient Boater Initiative Proposal. I am pleased to write this letter to demonstrate my strong support of this project. I urge the Boating Infrastructure Grant administrators to give this proposal their most serious consideration. I, along with the City of Gloucester Waterways Board, will eagerly await your decision.

Sincerely,



Carolyn A. Kirk  
Mayor



Kenneth E. Lento  
Project Manager  
NE Site Investigation and Remediation Group

VIA EMAIL

August 22, 2014

Stephanie Cunningham,  
Massachusetts Boating Infrastructure Grant Program,  
Massachusetts Division of Marine Fisheries,  
30 Emerson Avenue  
Gloucester, MA 01930

Dear Ms. Cunningham:

At the request of the City of Gloucester, Massachusetts Electric Company d/b/a National Grid ("National Grid") is writing in support of the City of Gloucester's grant submittal for the Boating Infrastructure Grant established under the Sportfishing and Boating Safety Act of 1998.

National Grid is currently permitting and designing a remediation project that will be carried out by National Grid in a portion of Gloucester harbor over the next few years. National Grid's work is associated with historical manufactured gas plant ("MGP") operations along the Inner Harbor between the mid-1800s to mid-1900s. The former MGP was previously situated on land that now includes Solomon Jacobs Park and Public Landing.

As part of National Grid's remediation activities, National Grid has entered into an agreement with the City of Gloucester to perform certain aspects of the improvements being proposed for Solomon Jacobs Park and Public Landing. Specifically, at National Grid's expense, National Grid has agreed to install all piles and associated rock sockets for the new floating dock system and to prepare and file certain local, state, and federal permit applications for the City's new dock. National Grid estimates the value of its contribution is approximately \$400,000.

In addition, the remediation work will result in other improvements to the Public Landing including rebuilding of existing seawalls and installation of certain utilities that will service the new dock system. These improvements will significantly upgrade the functionality of the Public Landing.

We look forward to commencing the remediation of the MGP site within Gloucester Inner Harbor and we look forward to working with the City of Gloucester in making improvements to this very important facility that services the public.

If you have any questions about this project, please do not hesitate to contact me via telephone at (617) 791-2627 or e-mail: [kenneth.lento@nationalgrid.com](mailto:kenneth.lento@nationalgrid.com).

Sincerely,

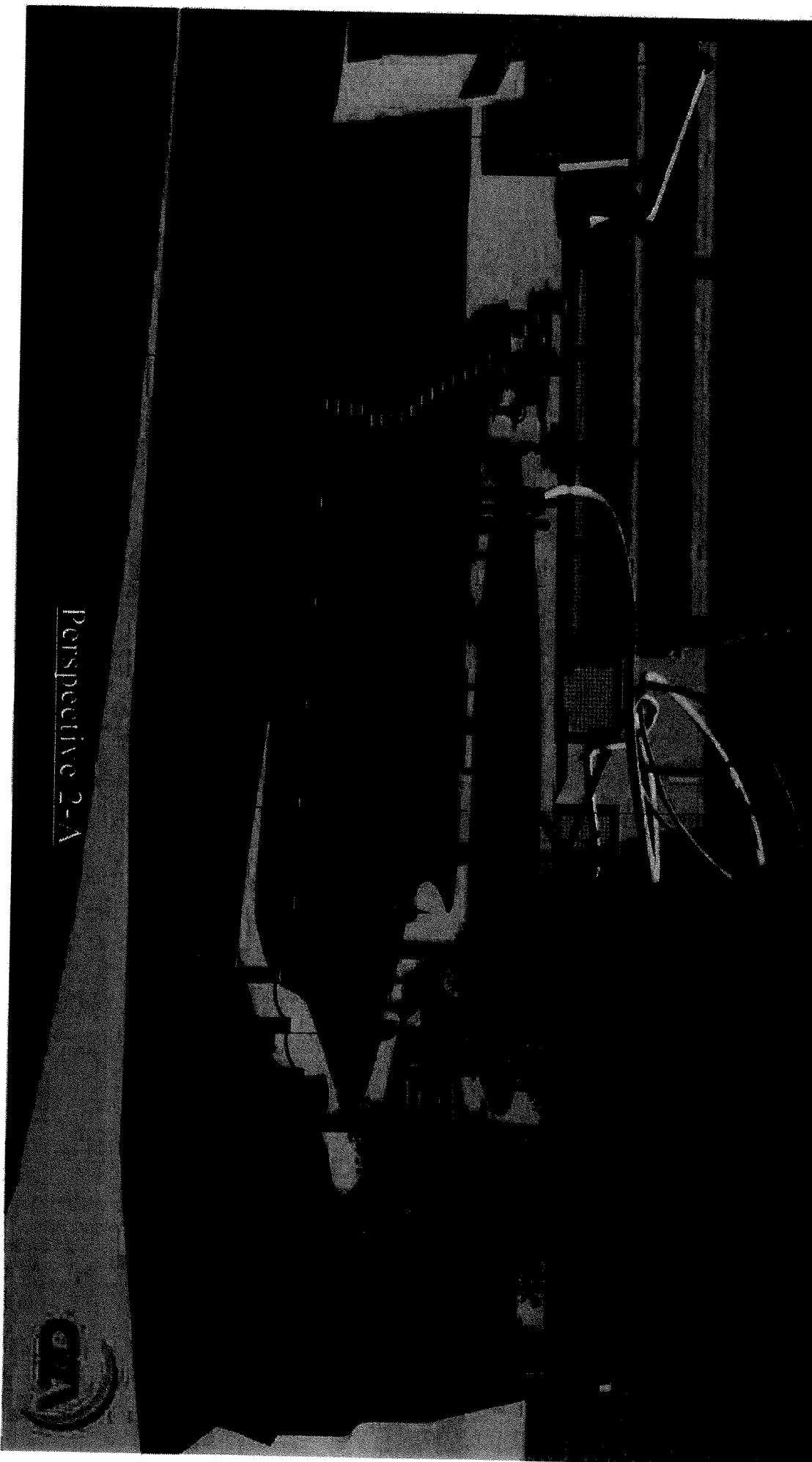
National Grid

A handwritten signature in black ink, appearing to read "Kenneth E. Lento". The signature is fluid and cursive, with the first name "Kenneth" and last name "Lento" clearly distinguishable.

Kenneth E. Lento  
Project Manager

c: Jim Caulkett, City of Gloucester

Solomon Jacobs Park  
Gloucester, Massachusetts

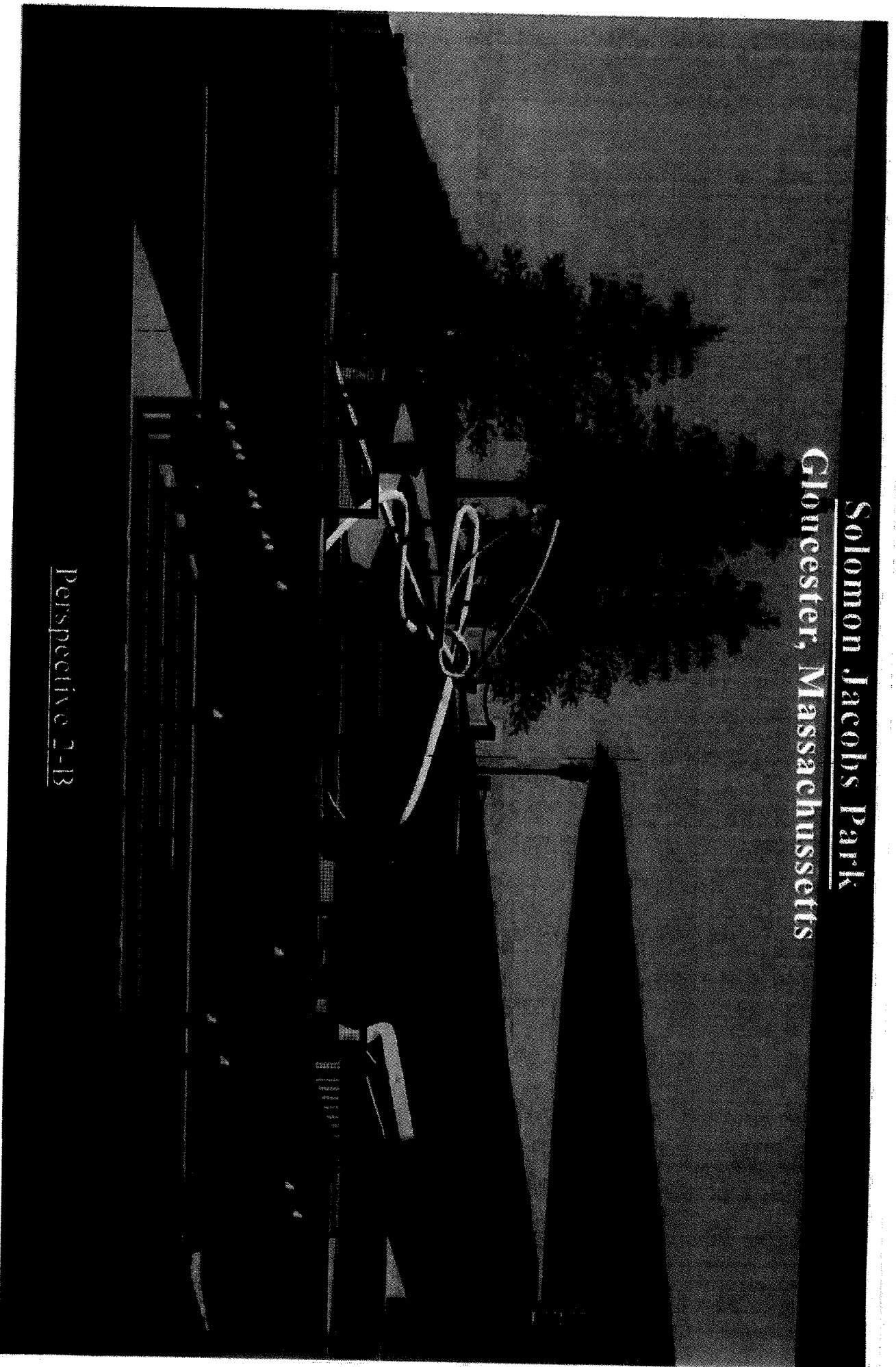


Perspective 2-A



Solomon Jacobs Park  
Gloucester, Massachusetts

Perspective 2-13





**City of Gloucester  
Grant Application and Check List**

**Granting Authority:** State \_\_\_\_\_ Federal XX Other \_\_\_\_\_

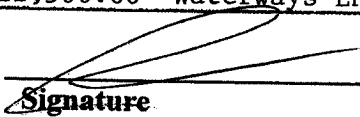
**Name of Grant:** Clean Vessel Act (CVA)

**Department Applying for Grant:** Harbormaster

**Agency-Federal or State application is requested from:** Division of Marine Fisheries

**Object of the application:** Solomon Jacobs Landing Floats

**Any match requirements:** \$22,500.00 Waterways Enterprise Fund

**Mayor's approval to proceed:**  2/5/15  
Signature Date

**City Council's referral to Budget & Finance Standing Committee:** \_\_\_\_\_  
Vote Date

**Budget & Finance Standing Committee:** \_\_\_\_\_  
Positive or Negative Recommendation Date

**City Council's Approval or Rejection:** \_\_\_\_\_  
Vote Date

**City Clerk's Certification of Vote to City Auditor:** \_\_\_\_\_  
Certification Date

**City Auditor:**  
**Assignment of account title and value of grant:** \_\_\_\_\_  
Title Amount

**Auditor's distribution to managing department:** \_\_\_\_\_  
Department Date sent

**NOTE:** A copy of all grant paperwork must be submitted to the Auditor's Office

**FORM: AUDIT GRANT CHECKLIST – V.1**



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[www.iceni.com/unlock.htm](http://www.iceni.com/unlock.htm)





Paul J. Diodati  
Director

# Commonwealth of Massachusetts

## Division of Marine Fisheries

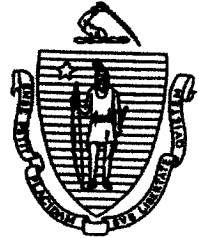
Clean Vessel Act Program

30 Emerson Avenue

Gloucester, MA 01930

Phone: 978.282.0308 x119

Fax: 617.727.3337



### Massachusetts Clean Vessel Act Pumpout Grant Program

City of Gloucester Harbormaster  
Name

19 Harbor Loop  
Address

Gloucester 01930

City Zip Code

978 282 3012

Telephone

978 281 4188

Fax

jcaulkett@gloucester-ma.gov

Email

Jim Caulkett

Contact Person

Harbormaster  
Title

1. NAME OF WATER BODY TO BE SERVICED: Gloucester Harbor

Number of slips in area	<u>250</u>
Number of moorings in area	<u>418</u>
Estimated # of transient boaters during season	<u>2,000</u>
Existing pumpout facilities	<u>1</u>
Approx. ratio of power/sailing vessels	<u>211</u>
Ratio of commercial/recreational vessels	<u>115</u>
Approx. # of recreational boats w/holding tanks	<u>400 +/-</u>
Approx. # of boats with portapotties	<u>100 +/-</u>

**Note:** Include copy of nautical chart with locations of proposed and existing pumpout facilities clearly marked. List the Latitude/Longitude coordinates for any existing as well as proposed station(s). 42 36.631 070 39.503

2. **DESCRIBE RECREATIONAL AND/OR SAILING ACTIVITIES IN THE AREA:**

Over 6,000 recreational boats in the Cape Ann area along  
with thousands of visiting vessels from neighboring coastal  
communities

3. **PUMPOUT EQUIPMENT REQUESTED:**

☐ pumpout boat      ☒ shoreside pump      ☐ dump station

(Check appropriate box)

8' x 40' float with shoreside pumpout station for boaters  
to pull along side to use

4. **ESTIMATED TOTAL PROJECT COST (INCLUDING IN-KIND LABOR AND MATERIALS):**

\$ 90,000.00

5. **DESCRIBE HOW WASTE WILL BE HANDLED BETWEEN BOAT AND EVENTUAL DISPOSAL IN LICENSED SEWAGE TREATMENT FACILITY:**

Pumpout station is connected to City sewer

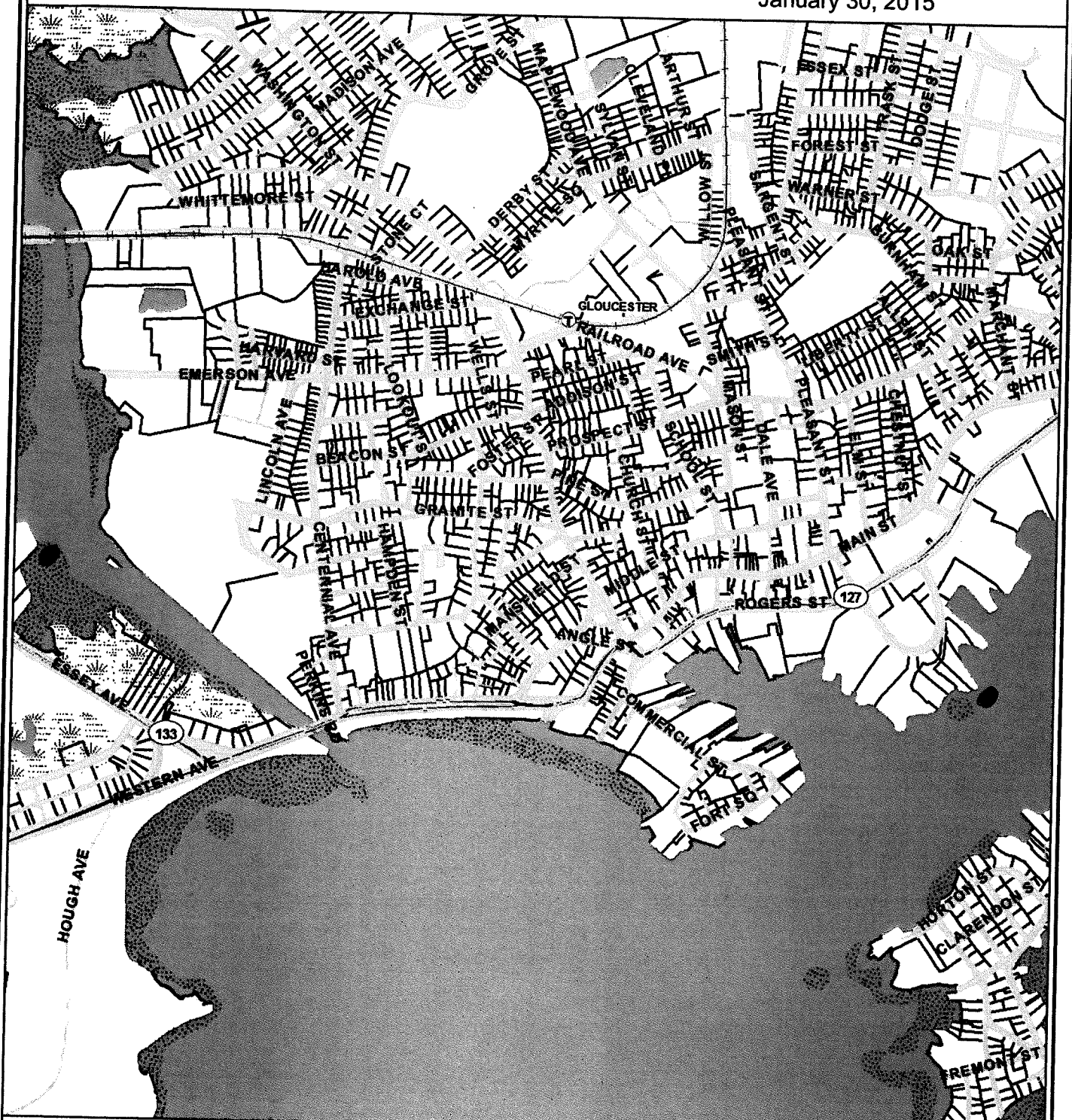


Transport  
— State Highway



1" = 842 ft

Planimetric and topographic basemap features 1" = 40' scale from Aerial Photography March, 2011. The information depicted on this map is for planning purposes only. The City of Gloucester makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or suitability of these data. The City of Gloucester does not assume any liability associated with the use or misuse of this information.



- Transport
- Street Centerlines
- Water Bodies
- Pond, Lake, Ocean
  - Reservoir
  - Wetland
  - Salt Wetland
  - Submerged Wetland
  - Cranberry Bog
  - Tidal Flat
  - Inundated Area
- Parcels



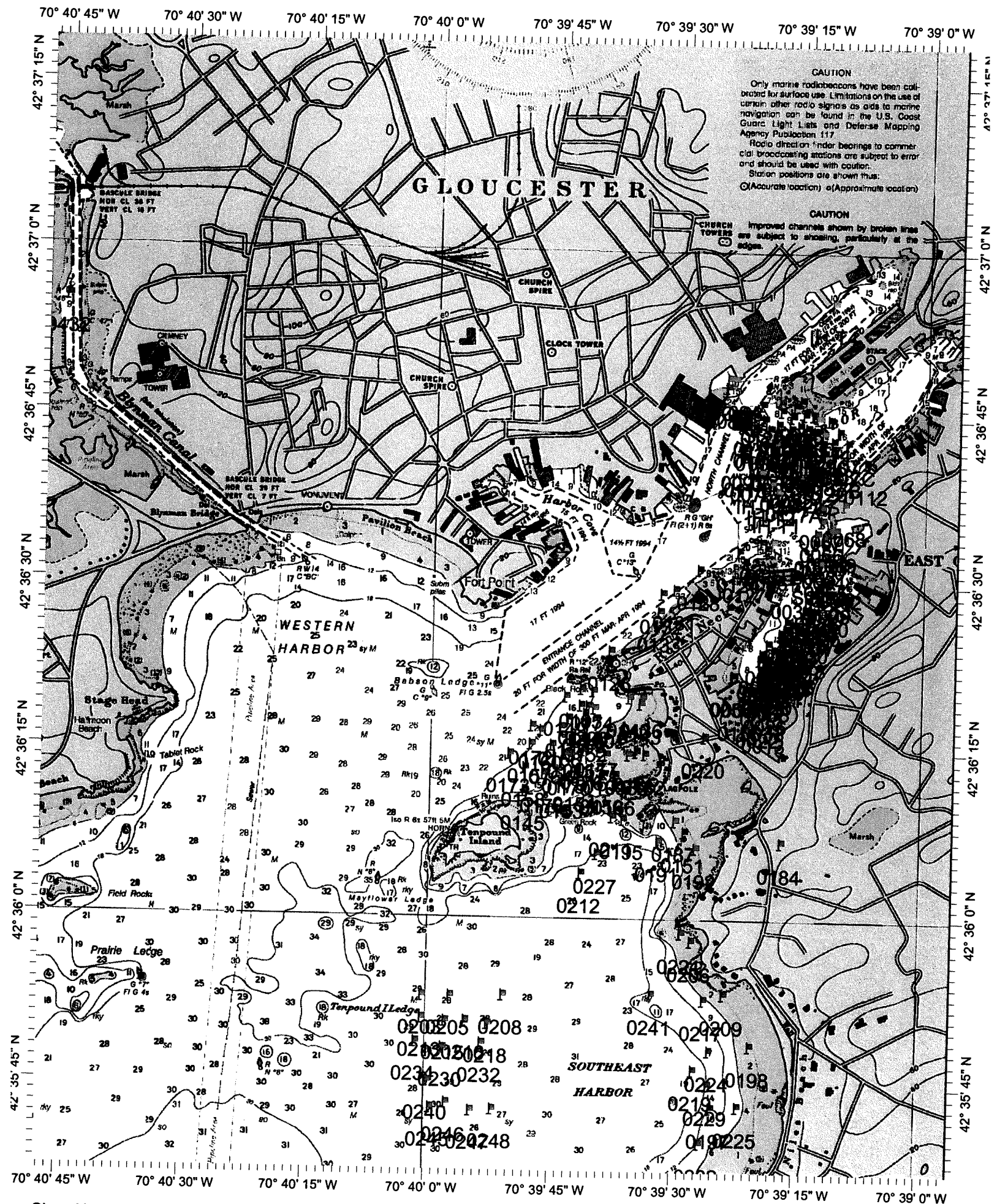
Planimetric and topographic basemap features 1" = 40' scale from Aerial Photography March, 2011. The information depicted on this map is for planning purposes only. The City of Gloucester makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or suitability of these data. The City of Gloucester does not assume any liability associated with the use or misuse of this information.

1" = 842 ft

CAPE ANN MARINA

GLOUCESTER HARBOR MASTER





**Jim Caulkett**

---

**From:** David Smith <david.smith@gza.com>  
**Sent:** Wednesday, November 26, 2014 10:52 AM  
**To:** Jim Caulkett  
**Subject:** FW: Solomon Jacobs  
**Attachments:** BUDGETARY COST ESTIMATE Solomon Jacobs Floats.docx

Hi Jim,

You had asked to separate out the cost estimate for the 8 ft by 40 ft pump-out float along with the pump-out system. Looking through my cost folder, I noticed the attached estimate you put together recently for funding. Do you want to use these costs for your estimate? Your costs include my original 20% contingency built into the estimate.

Not really knowing exactly what you need, we could take the revised square footage of float (8x40=320 sf) and multiple it by the \$120/sf to get \$38,400. Pump out cost would be = \$48,000  
Gangway relocation/install = \$2,400  
Sub-total = \$88,800

Do you need to figure the two piles? Bridge-gangway?

The pump-out cost should cover the unit, installation and electrical, however I'm awaiting final cost estimate from our electrical engineering consultant for electrical work.

Let me know if you need me to do anything else.

Regards,

**David A. Smith**  
**Project Manager**

GZA GeoEnvironmental, Inc.  
372 Merrimac Street | Newburyport, Massachusetts 01950  
o: 781.278.4806 | c: 978-835-5532 | f: 978.465.2640  
[david.smith@gza.com](mailto:david.smith@gza.com) | [www.gza.com](http://www.gza.com)



**Celebrating our 50th Year**  
**PROACTIVE BY DESIGN.®** Our Company Commitment.

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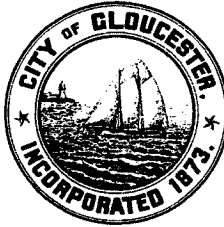
**From:** Jim Caulkett [<mailto:JCaulkett@gloucester-ma.gov>]  
**Sent:** Thursday, September 11, 2014 12:10 PM  
**To:** David Smith  
**Subject:** Solomon Jacobs

Hi Dave, just FYI so you can see what I submitted to the State for the BIG program. Figures already include a 20% increase since we are not allowed to have a contingency line item on the grant request.

Jim

# **ENCLOSURE 2**

Nineteen Harbor Loop  
Gloucester, MA 01930



TEL 978-282-3012

FAX 978-281-4188

[jcaulkett@gloucester-ma.gov](mailto:jcaulkett@gloucester-ma.gov)

**CITY OF GLOUCESTER**  
HARBORMASTER'S OFFICE

**Memorandum**

From: Jim Caulkett, Harbormaster  
To: Mayor Sefatia Romeo Theken  
Date: January 22, 2015  
Subject: Increase to Transient Mooring Fee

Mayor Theken,

In your next Mayor's Report to Council will you include the following Waterways Board request;

The Gloucester Waterways Board is requesting to increase the Transient Mooring Fee, Gloucester City Ordinance Chapter 10, Section 10-51 (e), currently at \$25.00 per night, to \$35.00 per night.

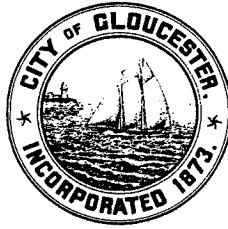
If you have any further questions please feel free to contact me.

Respectfully



# **ENCLOSURE 3**

Public Works  
28 Poplar Street  
Gloucester, MA 01930



TEL 978-281-9785  
FAX 978-281-3896  
mcole@gloucester-ma.gov

**CITY OF GLOUCESTER**  
DEPARTMENT OF PUBLIC WORKS

**TO: Sefatia Romeo Theken, Mayor**  
**James Destino, CAO**  
**FR: Mark Cole, Asst. Public Works Director** *mc*  
**DT: January 21, 2015**  
**SUBJ: Expense Reimbursement Request**

Please submit the attached expense reimbursement request to the City Council with the next Mayor's Report. We are unable to pay this request without approval from City Council as there was no purchase in place prior to the expense.  
*order*

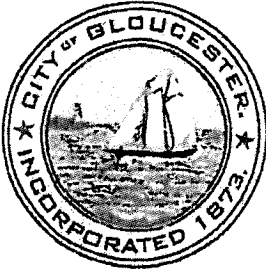
**Travel – mileage personal vehicle**  
**360 miles @ \$0.565 per mile for a total of \$203.40**

**Lodging**  
**3 nights @ \$236.52 per night for a total of \$709.56**

**Total reimbursement request \$912.96**

**Payment is requested from the following account**

**610000.10.450.53001.0000.00.000.00.052 Training**



CITY OF GLOUCESTER  
EXPENSE REIMBURSEMENT REQUEST

TRAVEL, FOOD, AND ACCOMMODATIONS

For Auditor's Use Only:

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Name Lawrence Durkin Department DPW

Expense Account Number \_\_\_\_\_

Date of Expense 9/21-23/2014 Purpose Professional association meeting & training – New England Water Works Association Annual Conference

**Travel:**

Mileage: (personal Vehicle) 360 Miles at \$0.565 per Mile \$ 203.40

Parking Expense (see attached Receipt) \$ \_\_\_\_\_

Tolls (see attached Receipt) \$ \_\_\_\_\_

Other Travel Expense (Specify) \_\_\_\_\_ \$ \_\_\_\_\_

Subtotal Travel \$ \_\_\_\_\_

**Food:**

Meal (Breakfast, Lunch, Dinner)	Restaurant	# of Guests	
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

Subtotal Food \$ \_\_\_\_\_

**Accommodations:**

Name / Location of Lodging Samoset Resort – Rockland, ME

Number of Nights 3 at \$ 236.52 per Night

Subtotal Accommodation \$ 709.56

TOTAL EXPENSE REIMBURSEMENT REQUEST \$ 912.96

I CERTIFY THAT THIS REQUEST FOR EXPENSE REIMBURSEMENT DOES NOT INCLUDE ANY PURCHASE OF TOBACCO PRODUCTS and/or ALCOHOLIC BEVERAGES

EMPLOYEE SIGNATURE [Signature] DATE 10/30/14

SUPERVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# SAMOSET

## RESORT

ON THE OCEAN  
CAMDEN ROCKPORT ROCKLAND, MAINE

Mr. Lawrence Durkin  
36 R Lathrop St  
Beverly MA 01915  
United States

Room No. 308  
Arrival 09/21/14  
Departure 09/24/14  
Rate per night \$ 219  
Invoice No.  
Cashier 47  
Page No. 1 of 1  
Today's Date 09/24/14

### INFORMATION INVOICE

Group Code NEWWA2014

Date	Description	Debit	Credit
09/21/14	Advance Deposit		236.52
09/21/14	Hotel Room-Grp No Resort Fee	219.00	
09/21/14	Room Sales Tax	17.52	
09/22/14	Room Service Room# 308 CHECK# 9086	50.04	
09/22/14	La-Bella-Vita Room# 308 CHECK# 9172	48.96	
09/22/14	Hotel Room-Grp No Resort Fee	219.00	
09/22/14	Room Sales Tax	17.52	
09/23/14	Room Service Room# 308 CHECK# 9365	11.64	
09/23/14	Room Service Room# 308 CHECK# 9498	42.56	
09/23/14	Hotel Room-Grp No Resort Fee	219.00	
09/23/14	Room Sales Tax	17.52	
Balance			626.24

TOTAL ROOM & TAX \$709.56

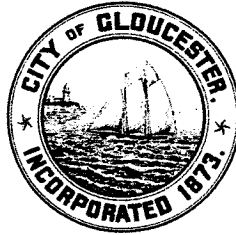
Signature \_\_\_\_\_

I agree that I am personally liable for the payment of this account and if the person, company, or association indicated does not settle within a reasonable period, my liability for payment should be joint and several with such person, company, or association

Please inquire about our exciting multi-million dollar room renovation.  
Please visit our website at [www.samosetresort.com](http://www.samosetresort.com) for more information and reservations.

# **ENCLOSURE 4**


City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9707  
FAX 978-281-8472  
jdunn@gloucester-ma.gov

**CITY OF GLOUCESTER**  
**OFFICE OF THE TREASURER/COLLECTOR**

To: Sefatia Romeo Theken, Mayor  
James Destino, CAO

From: John P. Dunn, CFO 

Date: February 3, 2015

Re: Fire Department Overtime Transfer

As discussed, the Fire Department Overtime line has been depleted due to the need for unanticipated shift coverage for absences resulting from injuries on duty to a number of fire personnel. In order to replenish the Overtime account, I am proposing to transfer the \$86,338.76 available balance in the Regular Pension account to Fire Overtime. The balance is available because we prepaid the entire Pension Assessment in August 2014 and realized interest savings.

I have attached a Special Budgetary Transfer Request form to accomplish same.

**City of Gloucester  
Special Budgetary Transfer Request  
Fiscal Year 2015**

\_\_\_\_ INTER-departmental requiring City Council approval - 6 Votes Required  
\_\_\_\_ INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 2015-SBT- 34 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: \_\_\_\_\_

Mayor/Fire

DATE: 2/3/2015 BALANCE IN ACCOUNT: \$ 86,338.76

(FROM) PERSONAL SERVICES ACCOUNT # \_\_\_\_\_

Unifund Account #

101000.10.911.51860.0000.00.000.00.051

(FROM) ORDINARY EXPENSE ACCOUNT # \_\_\_\_\_

Unifund Account #

Pensions, Regular Pensions

Account Description

DETAILED EXPLANATION OF SURPLUS: \_\_\_\_\_

Balance in account available because of pre-payment of annual  
pension obligation to Gloucester Contributory Retirement Board.

(TO) PERSONAL SERVICES ACCOUNT # \_\_\_\_\_

Unifund Account #

101000.10.220.51300.0000.00.000.00.051

(TO) ORDINARY EXPENSE ACCOUNT # \_\_\_\_\_

Unifund Account #

Fire Department, Sal/Wage - Overtime

Account Description

DETAILED ANALYSIS OF NEED(S): \_\_\_\_\_

To replenish Fire Overtime due to use for coverage of injured on duty  
firefighters.

TOTAL TRANSFER AMOUNT: \$ 86,338.76

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$ -  
TO ACCOUNT: \$ 81,061.71

APPROVALS: \_\_\_\_\_

DEPT. HEAD: \_\_\_\_\_

ADMINISTRATION: \_\_\_\_\_

BUDGET & FINANCE: \_\_\_\_\_

CITY COUNCIL: \_\_\_\_\_

DATE: 2/5/15

DATE: \_\_\_\_\_

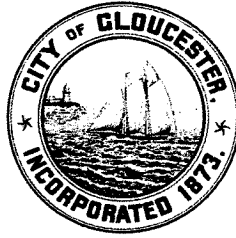
DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

# **ENCLOSURE 5**




City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9707  
FAX 978-281-8472  
jdunn@gloucester-ma.gov

**CITY OF GLOUCESTER**  
**OFFICE OF THE TREASURER/COLLECTOR**

To: Sefatia Romeo Theken, Mayor  
James Destino, CAO

From: John P. Dunn, CFO 

Date: February 3, 2015

Re: Legal Department Salary/Wage Transfer

As discussed, the Legal Department Salary/Wage line for permanent positions has been depleted due to the payment of accrued time due to departed General Counsel Suzanne Egan. In order to replenish this account, I am proposing to transfer \$6,000 of the available balance in the Legal Consultations account to the Salary/Wage account. This transfer will provide sufficient coverage for the salary to be paid to new General Counsel Chip Payson for the balance of the fiscal year.

I have attached a Special Budgetary Transfer Request form to accomplish same.

**City of Gloucester  
Special Budgetary Transfer Request  
Fiscal Year 2015**

\_\_\_\_\_ INTER-departmental requiring City Council approval - 6 Votes Required  
\_\_\_\_\_ INTRA-departmental requiring City Council approval - Majority Vote Required

TRANSFER # 2015-SBT- 35 Auditor's Use Only

DEPARTMENT REQUESTING TRANSFER: \_\_\_\_\_

Mayor/Legal

DATE: 2/3/2015 BALANCE IN ACCOUNT: \$ 26,744.67

(FROM) PERSONAL SERVICES ACCOUNT # \_\_\_\_\_

*Unifund Account #*

(FROM) ORDINARY EXPENSE ACCOUNT # \_\_\_\_\_

*Unifund Account #*

101000.10.151.53140.0000.00.000.00.052

City Legal Department, Legal Consultations

*Account Description*

DETAILED EXPLANATION OF SURPLUS: \_\_\_\_\_

Balance available in account.

(TO) PERSONAL SERVICES ACCOUNT # \_\_\_\_\_

*Unifund Account #*

101000.10.151.51100.0000.00.000.00.051

(TO) ORDINARY EXPENSE ACCOUNT # \_\_\_\_\_

*Unifund Account #*

City Legal Department, Sal/Wage - Perm Pos

*Account Description*

DETAILED ANALYSIS OF NEED(S): \_\_\_\_\_

To replenish Salary/Wage line for payout of accrued time due to former  
General Counsel upon termination of employment.

TOTAL TRANSFER AMOUNT: \_\_\_\_\_

\$ 7,000.00

NEW BALANCE IN ACCOUNTS AFTER TRANSFER

FROM ACCOUNT: \$ 19,744.67

TO ACCOUNT: \$ 50,239.17

APPROVALS: \_\_\_\_\_

DEPT. HEAD: \_\_\_\_\_

DATE: 2/5/15

ADMINISTRATION: \_\_\_\_\_

DATE: \_\_\_\_\_

BUDGET & FINANCE: \_\_\_\_\_

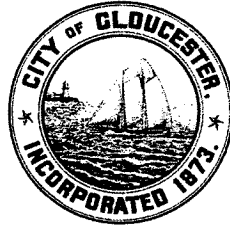
DATE: \_\_\_\_\_

CITY COUNCIL: \_\_\_\_\_

DATE: \_\_\_\_\_

# **ENCLOSURE 6**

Public Works  
28 Poplar Street  
Gloucester, MA 01930



TEL 978-281-9785  
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## CITY OF GLOUCESTER

DEPARTMENT OF PUBLIC WORKS

### MEMORANDUM

Date: 20 January 2015

To: Mayor Sefatia Romeo Theken  
CAO, James Destino  
CFO, John Dunn

From: Michael B. Hale, Director of Public Works

RE: Request for \$3,823,018 loan authorization from City Council for CSO and Water related capital projects

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The Department of Public Works requests a loan order in the amount of \$3,823,018 for capital CSO and water projects for spring 2015.

- Upper CSO-006 area. Work includes installation of new drain to separate out the remaining combined sewer area (CSO-006) in the vicinity of Webster, Fair, Friend, Elwell, and Taylor Street. Separation project identified in Supplemental Combined Sewer Overflow Long-Term Control Plan, September 2011 which was approved by DEP/EPA and included into the 2012 MCD modification.
- Hartz Street neighborhood. Work completed and/or under contract to date includes sewer spot repairs, sewer manhole and pipe rehabilitation on Hartz Street, Williams Court, and Marion Way. Work required as part of MCD projects, to remove inflow and infiltration from deficient sewer system located adjacent to tidal flats, as identified in the Outfall 009 Overflow Abatement Plan (in support of the 2011 SCSOLTCP). As part of construction project in neighborhood, water main replacement to be included on Williams Court, Marion Way, and a portion of Hartz Street to take advantage of efficiencies before restoration work. Current water configuration in the neighborhood includes dead ends at the end of Hartz Street, Wise Place, and Elizabeth. Work to include installation of 8-inch water main and new valves and hydrants to connect water main on Bass Avenue to dead ends on Hartz Street, Wise Place and Elizabeth Road. Work to include securing easements and installation of water main through resource area adjacent to stone culvert (plan provided to show crossing area).

- Smith Cove / Rocky Neck interceptor sewer. Work completed to date includes sewer spot repairs, sewer manhole and pipe rehabilitation in Rocky Neck neighborhood and East Main Street. Work required as part of MCD projects, to remove inflow and infiltration from deficient sewer system located adjacent to tidal flats, as identified in the Outfall 009 Overflow Abatement Plan (in support of the 2011 SCSOLTCP). Work to include installation of 1,500 linear feet of cured in place lining in 14-inch pipe crossing Smith Cove, as well as lining additional pipes in Sayward Street and Pirates Lane.

Ordered: That the City of Gloucester appropriates Three Million Three Hundred Thousand Dollars (\$3,300,000) for the purpose of funding additional sewer work in the Upper CSO-006 Area and in Smith Cove/Rocky Neck including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the General Laws; that to meet this appropriation the Treasurer, with the approval of the Mayor, is authorized to borrow Three Million Three Hundred Thousand Dollars (\$3,300,000) and to issue bonds or notes thereof under Chapter 44 of the General Laws and/or Chapter 29C of the General Laws or any other enabling authority; that such bonds or notes will be general obligations of the City unless the Treasurer, with the approval of the Mayor, determines that they should be issued as limited obligations and may be secured by local system revenues as defined in Section 1 of Chapter 29C; that the Treasurer, with the approval of the Mayor, is authorized to borrow all or a portion of such amount from the Massachusetts Clean Water Trust ("Trust") established pursuant to Chapter 29C and in connection therewith to enter into a financing agreement and/or security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal and state aid available for the project or the financing thereof; and that the Mayor is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the project; and to take, with the approval of the City Council, any other action necessary to carry out the project.

Further Ordered: That the Treasurer is authorized to file an application with the Municipal Finance Oversight Board to qualify under Chapter 44A of the General Laws any or all of the bonds authorized by this order and to provide such information and execute such documents as the Municipal Finance Oversight Board may require for these purposes.

Ordered: That the City of Gloucester appropriates Seven Hundred Thousand Dollars (\$700,000) for the purpose of making improvements to the City's Public Water System in the Hartz Street area including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the General Laws; that to meet this appropriation the Treasurer, with the approval of the Mayor, is authorized to borrow Seven Hundred Thousand Dollars (\$700,000) and to issue bonds or notes thereof under Chapter 44 of the General Laws and/or Chapter 29C of the General Laws or any other enabling authority; that such bonds or notes will be general obligations of the City unless the Treasurer, with the approval of the Mayor, determines that they should be issued as limited obligations and may be secured by local system revenues as defined in Section 1 of Chapter 29C; that the Treasurer, with the approval of the Mayor, is authorized to borrow all or a portion of such amount from the Massachusetts Clean Water Trust ("Trust") established pursuant to Chapter 29C and in connection therewith to enter into a financing agreement and/or security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal and state aid available for the project or the financing thereof; and that the Mayor is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the project; and to take, with the approval of the City Council, any other action necessary to carry out the project.

Further Ordered: That the Treasurer is authorized to file an application with the Municipal Finance Oversight Board to qualify under Chapter 44A of the General Laws any or all of the bonds authorized by this order and to provide such information and execute such documents as the Municipal Finance Oversight Board may require for these purposes.

# **ENCLOSURE 7**




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**CITY OF GLOUCESTER**  
**OFFICE OF INFORMATION SERVICES**  
www.gloucester-ma.gov

TO: Sefatia Romeo Theken, Mayor  
FROM: James Pope, Director Information Services   
DATE: February 4, 2015

RE: Purchase of SeeClickFix Citizen Request Management system

The Commonwealth Connect platform empowers community members to request services and enables municipal employees to efficiently provide appropriate responses. In addition, it provides a citizen request management (CRM) solution for municipalities to easily assign, track, and monitor requests.

Over 60 cities and towns across the Commonwealth have already launched Commonwealth Connect. The City of Boston led an initial grant from the State in 2012 and now the Commonwealth has extended the program to another 20 communities through MAPC.

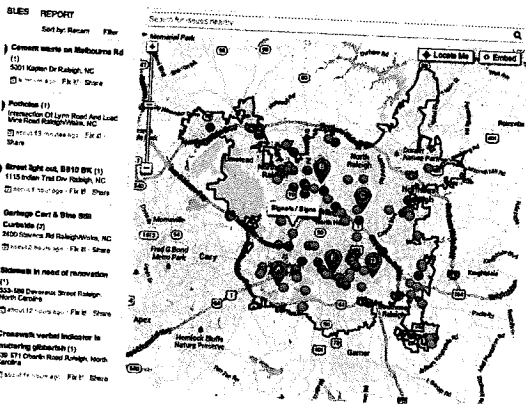
The underlining technology that powers the Commonwealth Connect, is a product named SeeClickFix. SeeClickFix will be interoperable with current and future IT projects; including the current initiative to introduce a new city-wide permitting platform. SeeClickFix also has existing integrations with the industry leading Computerized Maintenance Management Systems (CMMS), which the City will most likely be investigating in the next few years.

Municipal Facing Features	Citizen Facing Features:
<ul style="list-style-type: none"><li>• Request management</li><li>• Auto or manually assign service requests</li><li>• Separate internal and external requests</li><li>• Streamline communication with Citizens</li><li>• Monitor and track results</li></ul>	<ul style="list-style-type: none"><li>• Report issues using a mobile app or City's website</li><li>• Upload photos of problems</li><li>• Receive updates on issues</li><li>• See results of the City's efforts</li></ul>

The cost of the Commonwealth Connect platform is \$5,150 for implementation and first year of service; Gloucester has qualified for the Commonwealth Connect Grant Program, which lowers the first year cost to \$2,650. This service would replace the Request Tracker which is delivered by CivicPlus at a cost of \$3,000 per year. It is my opinion that SeeClickFix is superior to Request Tracker; SeeClickFix will provide an improved experience for Citizens and new group of tools to City employees managing public service requests.

Please let me know if you have any further questions.

# SeeClickFix



## WEBSITE

- **Fact:** Customizable map widget and form fully embedded into your site.
- **Features:** Dynamically updated, Closed issues automatically archived.
- **Benefits:** Increase engagement, Reduce phone inquiries and duplicate submissions, Efficiently handle large volume of requests during storm events.

"A more user friendly city website coupled with the power of SeeClickFix gives our citizens the online and mobile reporting capabilities... while also ensuring each city department is equipped with the best information possible to help resolve these concerns."

Mayor Jennings  
Atlanta, GA

## FACEBOOK APP

- **Fact:** 67% of all American adults are Facebook users.\*
- **Features:** Fully integrated into your CRM, Requests are routed to the right department, Status of requests dynamically updated.
- **Benefits:** Communicate with residents where they communicate with each other.

"I'm pleased that we can work with SeeClickFix to create new ways to improve service delivery, increase government accountability and improve the quality of life for all Chicagoans."

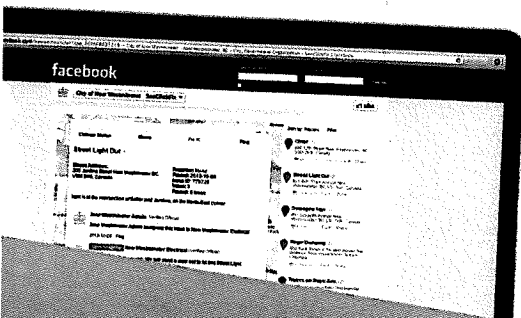
Mayor Emanuel,  
Chicago, IL

## MOBILE APP FOR CITIZENS

- **Fact:** 91% of all American adults own a cell phone; 56% own a smartphone.\*
- **Features:** City-branded mobile app (iPhone and Android), Submit service requests, Attach a photo, Create custom buttons in real-time (News, Events, etc.), Multiple languages.
- **Benefits:** Engage a broader audience, Share information for effectively.

"With diminishing resources, this system can help City staff work more effectively and enlist more citizens to get involved. One of my favorite neighborhood leaders says that 'Grime equals Crime.' Together we can make Oakland more beautiful and safer."

Mayor Jesse Quan,  
Oakland, CA



\* Source: Pew Research Center

+1 203 752 0777 x2

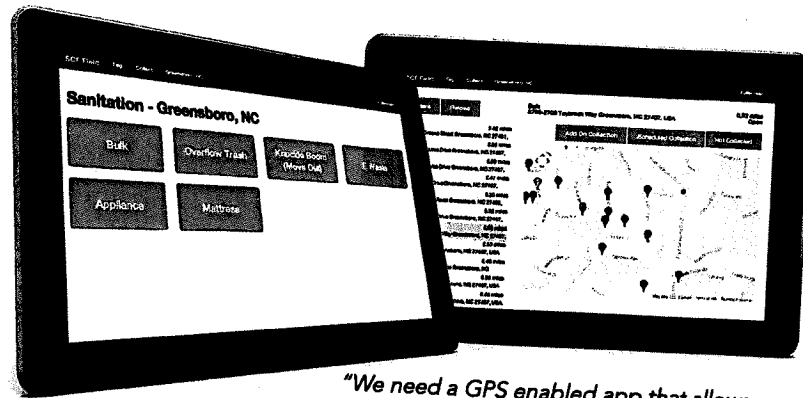
746 Chapel Street 3rd Floor  
New Haven, CT 06510

[www.seeclickfix.com/government](http://www.seeclickfix.com/government)

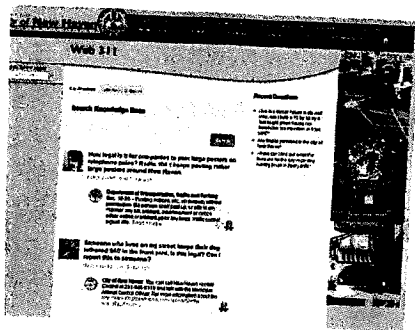
# SeeClickFix

## FIELD APP (Municipal Staff Only)

- **Fact:** Clients can create task specific department field apps in minutes.
- **Features:** GPS enabled, One button reporting, Mapping in real time, One button closing capturing action taken, Internal only reporting, Designed for tablets and mobile phone.
- **Benefits:** Do more with less, Go green, Meets "one button" field needs.



*"We need a GPS enabled app that allows our Sanitation team to hit one button to report illegally dumped items, and that also allows our collection team to view a map of all assigned..."*  
- City of Greensboro



## KNOWLEDGE BASE

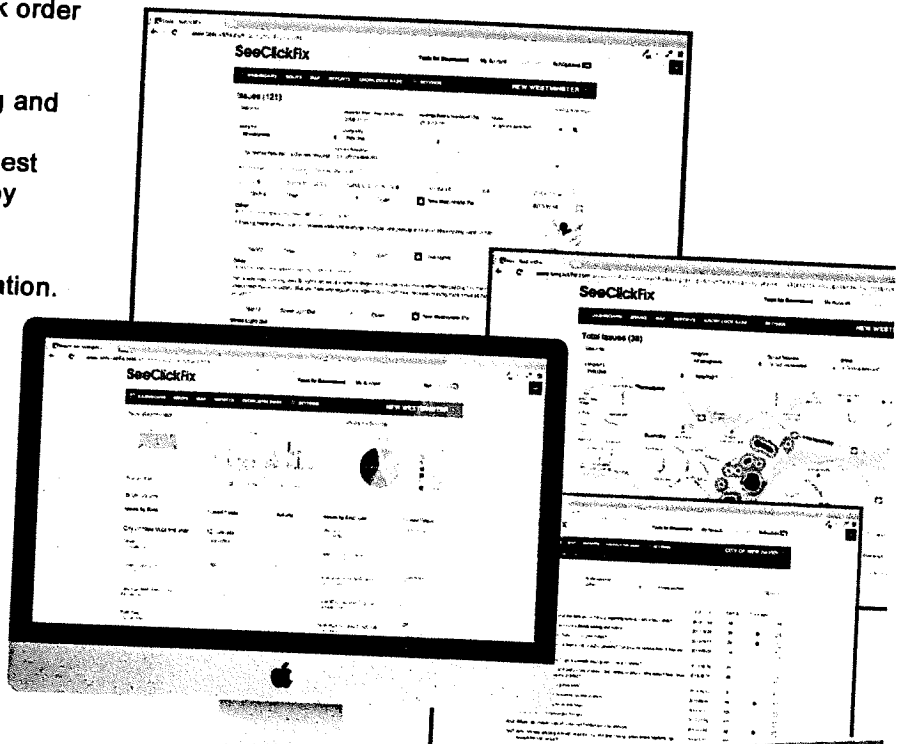
- **Fact:** 60% or more of all citizen calls are a question.
- **Features:** CRM includes a searchable Knowledge Base of frequently asked questions, Staff can access at any time, Residents can submit a new question, Knowledge Base grows organically over time.
- **Benefits:** Answer questions faster, Engage a broader audience, Extend platform to your website and mobile app.

## HOSTED CITIZEN RELATIONSHIP MANAGEMENT (CRM) PLATFORM

- **Fact:** We can integrate into ANY web-enabled work order system (Cityworks, Accela, etc.).
- **Features:** 311 call center interface, Quick mapping and data visualization, Filter by geography (district, neighborhood), Public and internal only service request types, Customize secondary questions and routing by request type, Reverse 311 functionality, Reporting.
- **Benefits:** Scalable, Cost-effective, Constant innovation.

*"Once the resident submits an issue, the request originator, the City of Canton, and anyone 'watching' the issue will receive an alert. The City of Canton can then acknowledge the service request by routing it to the proper department, update the request, and ultimately resolve the request, thus alerting residents following the issue."*

Patrick Barton, IT Dir.,  
Canton, OH



+1 203 752 0777 x2

746 Chapel Street 3rd Floor  
New Haven, CT 06510

[www.seeclickfix.com/government](http://www.seeclickfix.com/government)

# **ENCLOSURE 8**

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CITY OF GLOUCESTER  
OFFICE OF INFORMATION SERVICES  
[www.gloucester-ma.gov](http://www.gloucester-ma.gov)

TO: Sefatia Romeo Theken, Mayor  
FROM: James Pope, Director Information Services *JP*  
DATE: February 5, 2015

RE: Permitting, Licensing and Inspection Management System for city-wide implementation

The City of Gloucester began the process of searching for a replacement of its permitting software in early 2014. After the consideration of four permitting/inspection management systems, a panel made up of Bill Sanborn - Building Inspector, Max Schenk - Manager Health Department, Gregg Cademartori - Planning Director and myself selected ViewPoint to bring forward for consideration by City departments.

The team determined that the implementation of this system would improve the permitting, licensing and the inspection process in the following ways:

- Enable customers to apply for a permit or license online.
- Enable customers to submit code enforcements complains.
- Enable online payments of permits, licenses and related renewals.
- Provide inspection management and resources for use in the field.
- Consolidate permit, licensing, inspections into one system.
- Replace the current functionality of RevenueSense for the Inspectional Services Department.
- Replace the functionality of Lotus Approach as related to permits and licenses.
- Complies with Information Services' long term planning.
- Integration with current and planned systems.

Representatives from the City Clerks', Department of Public Works, Fire Department, Harbormaster's office, Community Development, Health Department, Inspectional Services and the Treasurer/Collector's Office participated in a demonstration session, had the opportunity see their area of ViewPoint, as well as have a representative of ViewPoint answer their questions. After the demonstration, each department had a follow visit from me to review what they had been shown and clarify any questions or concerns they had. At the close of that process, I am confident with ViewPoint's ability to meet the needs of both City departments and their customers.

The implementation plan is to immediately bring online the Inspectional Services Department (Building Permits) and the Health Department. With the Harbormaster, City Clerks, DPW, Fire Department and Community Development departments to follow, as resources from Information Services are available to manage those migrations and implementations. Attached is additional information on capabilities of ViewPoint.

Please let me know if you would like any further information.



# Product Information

ViewPermit, ViewInspect & ViewNforce

## Contents

Executive Summary .....	3
I. Description of Products' Capabilities.....	5
II. Hardware Requirements and Architecture .....	17
III. Ability to be user-modified .....	21
IV. Implementation process and training .....	22

## Executive Summary

Save time and money with workflow automation

ViewPoint's suite of community development software solutions is intuitive, easy to use, and powerful. It brings together data and information from a wide array of sources into a central, menu-driven system that provides a common platform for customers, managers, reviewers, and inspectors to obtain and record information on everything from code violations to inspection results.

Unlimited numbers of documents, plans, and photographs can be attached to records in the system, tied to addressees or to specific permits. Our system includes the following:

- On-line permit applications and tracking for customers
- On-line reporting and tracking of code compliance issues and complaints
- A powerful back-end system that fully integrates GIS, assessor, tax, and other relevant data and allows for a single platform where multiple reviewers can comment on permit applications and on projects through the construction process
- A tablet-based inspections module where inspectors can log inspection results and have them updated and available in the system instantly
- A menu-driven code compliance module to manage code violations issues from complaint through compliance

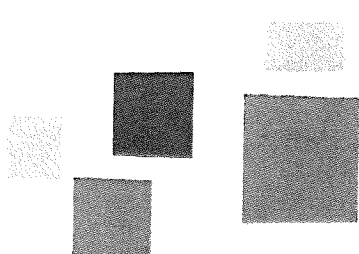
Our system requires minimal maintenance and management from your IT staff, while ensuring state of the art security, backup, load balancing, scalability and disaster recovery for all data, thanks to the Microsoft Azure cloud. Integration with GIS is seamless.

With our system, applicants can apply, pay for, and receive their permits on-line. Inspectors can manage their workflow and enter results on tablets, and have these results updated instantly into the system, accessible on-line for applicants and municipality employees. Elected officials and managers can, at any time, look up an address or permit and find out status and history.

Many cities seeking to improve their permitting systems try to physically co-locate reviewers from multiple disciplines, such as zoning, building, engineering, and fire. Our system does this virtually, ensuring that all users have access to the same information, can see what reviews from other departments have been completed, or, for rejected plans, what issues have been identified. Applicants receive a consolidated list of correction items from all departments, and when they receive their permit, it will include conditions from all departments.

The Planning Board approval process, which often involves coordinating input and feedback from multiple reviewers, is tracked and managed through our land use and zoning module. This module allows for comments from different entities to be recorded centrally. In addition, the system will record hearing dates and votes, and meeting notices and meeting minutes can be attached to the permit record.





We are committed to a smooth implementation of the system, including migration of current permitting data into the new system. We will have a dedicated project manager who will collect all relevant information from your permitting staff, work closely with IT managers and staff, and guide the process through testing and implementation.

After the launch of our system, we provide exceptional customer service and support, including an on-line portal where bugs and issues can be logged by the applicant, and our staff respond quickly and completely.

We are confident that our system will increase efficiency, improve customer service, and streamline your municipality's permitting operations. We look forward to an opportunity to demonstrate the system to you in person.

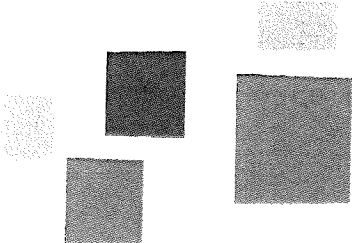
## I. Description of Products' Capabilities

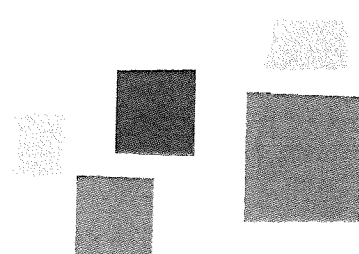
ViewPoint proposes to install and implement our comprehensive permit, inspections, plan review, and community development system for use by your municipality. This system will include an internet-based "front end" for applicants to apply, pay for, and receive permits, a comprehensive permit management back end to manage the review process, and mobile inspections module. The system will bring together data from GIS, your assessor database, financial data, and historical information to provide a centralized, easy to use, highly visual information and management system.

Unlike many other providers, we impose no limits on the number of users of the system. The system may include an unlimited site license for anyone involved in the permitting process, including a "view only" option for senior managers and elected officials who want to be able to easily look up information on properties, permits and permit history.

Our system has transformed the permitting experience in dozens of municipalities around the country.

- Applicants for electrical, mechanical, plumbing, re-roof, and other "over the counter" permits can apply, pay, and receive the permit on-line, sometimes instantly or within a day. No longer do plumbers and electricians need to waste time and gas to pick up permits that don't require review.
- Homeowners or businesses with questions about their property and what they can and cannot do in terms of alterations and expansions can research this on-line. If they seek out this information from a municipality employee, that individual can use ViewPermit to obtain this information instantly, pulling up the property on a computer on their desk or at a customer service counter and instantly identifying the zone, setbacks, property-related restrictions (flood, historic, etc.), any current zoning or other violations, tax delinquencies, and permit history - on one screen. Staff time can then be spent with the applicant discussing options for their project, not digging through files or consulting numerous, un-linked databases.
- Architects and engineers with complex projects requiring multiple approvals can go on-line and identify who has been assigned to approve their projects, whether that review has occurred, whether the project was approved, and, if it was not approved, what the comments were. They can also submit and re-submit plans electronically, avoiding wasted time as well as the expense of printing out multiple sets of plans.
- Applicants seeking variances or other approvals that require notices to neighbors may, if the municipality desires this functionality, be provided with abutter maps and address maps, as well as notices, generated directly by ViewPermit.
- Builders tracking progress on a construction project can go on-line and find out immediately if a project passed or failed inspections and, for failed projects, what the correction items are.
- Clerical staff who currently have to copy data from permit application forms will instead have a program that automatically populates most fields from existing databases, saving time and reducing chances for error.

- 
- Employees, managers, and elected officials receiving calls with questions on a project or property can go on-line and immediately determine if a permit has been applied for, the status of reviews across departments, permit history, inspections history, and any outstanding code violations or other flags on the property.
  - Managers at all levels can go on-line from home or on the road to obtain any information in the system. One of our client cities purchased the system after a night-time fire, when the Building Official was unable to find out whether the building where the fire occurred had any permits for construction. With this system, the Building Official or Fire Marshal can immediately access this information, from anywhere.
  - Employees charged with creating basic reports on permitting activity, financial transactions, or history associated with a specific structure can do so in ViewPermit in minutes, and then download the information to Excel or create a PDF and post this on the internet, saving a significant amount of time.



Below is a brief overview of each element of the system:

### **PLANNING AND ZONING**

All Planning permits (subdivisions, site plan reviews) can be entered into the system, and required sign-offs designated. Applicants can then track comments from different departments in real time using the internet interface. The system also has the capability to attach meeting notices, minutes, and vote counts from hearings regarding the proposed project.

### **BUILDING**

The core of ViewPermit is the intake, review, and issuance of permits and then the inspection and approval of projects. Our system fully automates the tracking and management of permits so that plans reviewers and inspectors can focus on substance.

### **INSPECTIONS**

Inspection Checklists for site inspections are built in to the software, and are structured to reflect all local and state requirements. Checklist content can be managed by authorized staff to reflect changes in laws or operations. Time-stamped actions and failure flagging ensures that detailed inspections are carried out and failed inspections are tracked and rectified. Centrally stored inspection records are available to all inspectors, allowing multiple inspectors to be deployed at a project site over time with no loss of continuity or compliance. This allows department officials maximum flexibility to manage inspectors' workloads. Inspection appointment calendars allow internal users to manage workload and external users to request appointments.

### **CODE ENFORCEMENT**

Our Code Enforcement provides cradle-to-grave tracking and management of complaints regarding code issues.

### **BUSINESS LICENSES**

ViewPermit contains out of the box many license types, to include business and liquor licenses. This allows applicants to apply online, pay any license fees online and renew licenses online. In addition to providing your municipality personnel the back end workflow and visibility to manage these processes.

### **FIRE**

The Fire Department also typically signs off on building permits. If desired, the system has the capability to track fire permits and fire inspections, or to integrate with your existing Fire Department software.

### **ON-LINE SERVICES**

Effective on-line tools are an amenity for citizens and customers, and reduce work load for County employees. Our on-line portal makes it possible to apply, pay for, and obtain permits on-line as well as to track permit status. For permits requiring no plan review, the municipality has the option of making these permits available instantly, subject to inspection.

### **MOBILE SERVICES**

With ViewInspect, ViewPoint's web-based, tablet-friendly inspection application, field inspectors can conduct inspections for permits and code enforcement from an internet-connected tablet. Field users can also access property data to verify if observed activity at any property is covered by a permit or license. Inspections conducted in the field are saved in real-time back at the office. As a result, inspections are completed more thoroughly, errors and omissions in record-keeping are significantly reduced or eliminated, and re-inspections occur with direct instant access to previous inspection results and notes.

The following are snapshots of the ViewPoint solution:

## Reports:

The system includes a number of predefined reports as well as a report-writing capability.

The built-in ViewPermit report wizard enables easy generation of a wide range of standard, custom or ad hoc reports. An easy-to-use, menu-driven system allows these to be customized based on date, permit type, address, or almost any other variable. ViewPermit reports can be easily exported to Excel and PDF formats with one click. Reporting may also be accessed via Microsoft Report Writer (free software) or external reporting tools such as Crystal Reports. The Report Builder function allows staff to design and create virtually any report, and alter reports and other outputs (e.g., permit forms) as required.

Spatial reporting tools allow visualization of tabular data representing many different elements of project, permit and license activity to reveal trends and planning concerns.

ViewPermit reporting supports Business Intelligence utilizing these elements:

- Multidimensional Data Model (data cube)
- Online Analytical Processing (OLAP)
- Data Mining
- Reporting
- Predictive Analytics

ViewPermit Cash Report

Cash Report by Departments

From: 1/1/2013 To: 7/22/2013

Department	PIN	Project Cost	Account
Building	B-12-1477	40000.00	10007210
			10007210
			Permit Tot
	B-12-1491	35000.00	10007210
			Permit Tot
	B-13-1	4500.00	10007210
			10007210
			Permit Tot
	B-13-10	83281.00	10007210
			21482183
			Permit Tot
	B-13-100	10000.00	10007210
			10007210
			Permit Tot
	B-13-101	12000.00	10007210
			10007210
			Permit Tot
	B-13-102	10000.00	10007210
			10007210
			Permit Total
	B-13-103	30000.00	10007210-46101
			Check

Report Wizard

1 — 2 — 3 — 4

Select Date Range

From 12/22/2013 To 1/22/2014

Step 1: Select Report type

- Annual
- Cash
- Contractor
- Department
- Inspections
- Licenses
- Occupancy Certificate
- Permits
- Project Review
- State

\$405.60

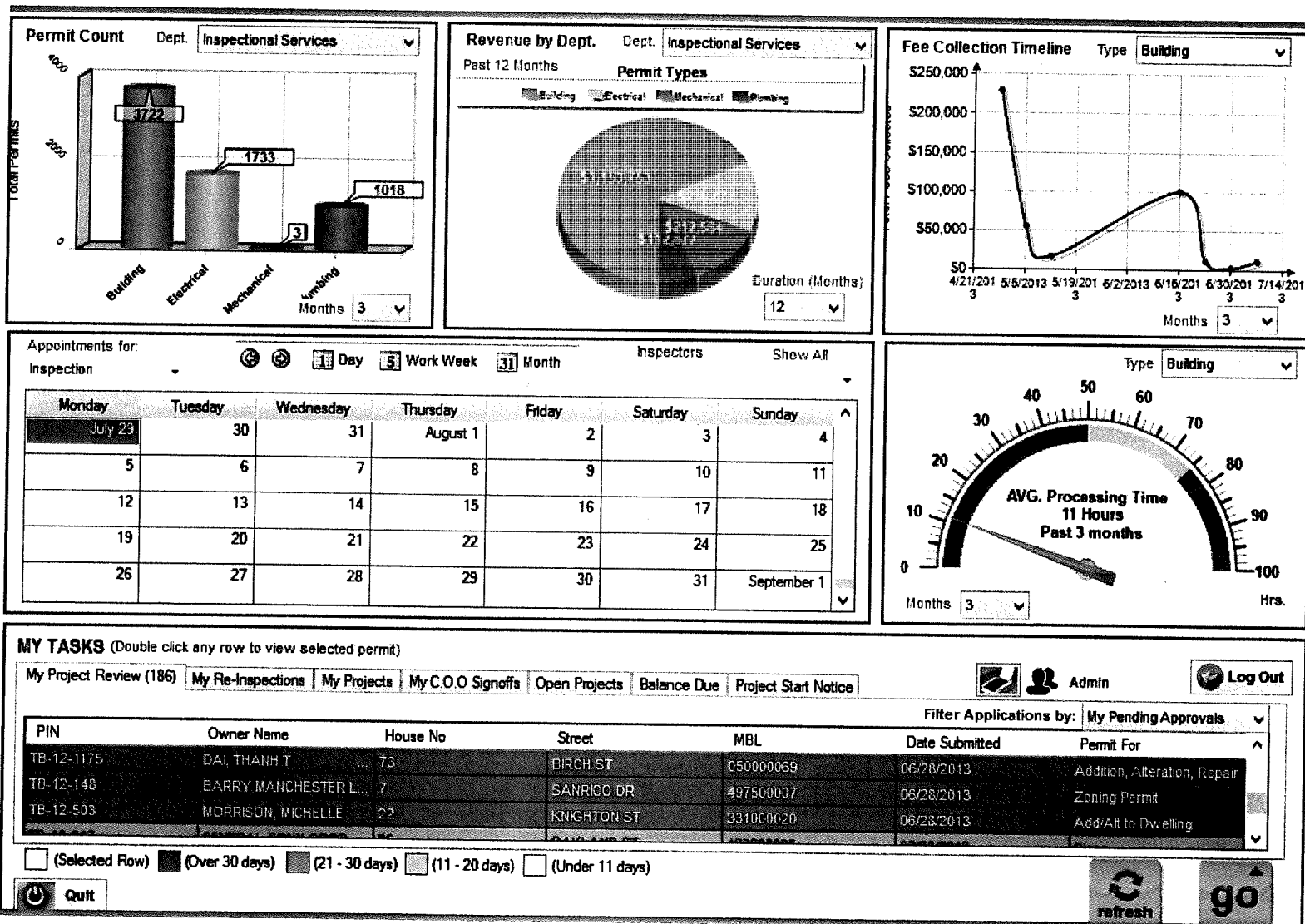
\$840.80

## ViewPermit Dashboard

This provides current metrics regarding permit status

Powerful analytics and reporting lie at the heart of all ViewPoint software. We understand your need to understand, visualize, and report on municipality operations.

The Dashboard, found in ViewPermit and ViewNforce, provides a high-level view of customizable metrics such as processing time and revenues. Its role-based functionality adapts the information to the type of user.



## ViewPermit Back-end

The required review departments and the status of a review, as well as any comments, are posted here.

## Event-driven notifications and interdepartmental communication

The event-driven workflow inherent to ViewPermit follows the operational requirements of each department from start to finish. Plan/project/application review participants are alerted to all pending permits and licenses requiring their attention, and they can easily view all related details, documents and comments within the project review workspace.

Internal e-mail links directly within the review workspace to facilitate additional communication surrounding reviews of specific projects and applications

The screenshot displays the ViewPermit Back-end interface. At the top, there's a navigation bar with tabs: Permits, Project Review, Inspections, C.O.O Signoff, GIS, Personnel, Reports, Web, and Settings. The user is logged in as Admin. The main section is titled "Workflow/Project Review" and shows a "Review Status: Balance due" with an "Issue Permit" button. Below this, there's a grid of review items for Building, Engineering, Health, Historic, and Zoning. The Building item is highlighted, showing a "Reviewing Department: Building Dept." and a "Review For: TB-13-675" with a "Review Date: 7/22/2013". The interface includes a "Comments" section with a table for Title, Date, Reviewer, and Private, and a "Project Requirements" section with a dropdown for "Approval in Part". On the left, there's a "Permits" sidebar with a list of permits (TB-13-675, B-13-274, B-13-10, B-11-1134, B-11-1356, P-11-538, P-11-539, M-12-78, E-12-198, M-12-133) and a "Permit Select" section with buttons for All Permits, Community Dev., Building, and All Licenses.

ViewPermit fosters concurrent plan/project review actions that can dramatically accelerate decision and approval time-frames.

## GIS Integration

Users can click on the "GIS" tab to see a map of the property with all relevant layers. In addition, GIS characteristics can be used to flag a required review (e.g., property in a wetland or historic area).

ViewPermit will connect to the municipality's existing geographic information systems (GIS) and property databases via Esri ArcGIS to provide a dynamic spatial dimension to permit and license application management. ViewPermit's mapping component is powerful, yet easily accessible even to users with no GIS training.

ViewPermit's GIS interface instantly reflects any changes – displaying parcel subdivisions, new development, ownership and zoning changes as they occur. Thematic maps and layouts of the embedded GIS interface can be modified by authorized staff.

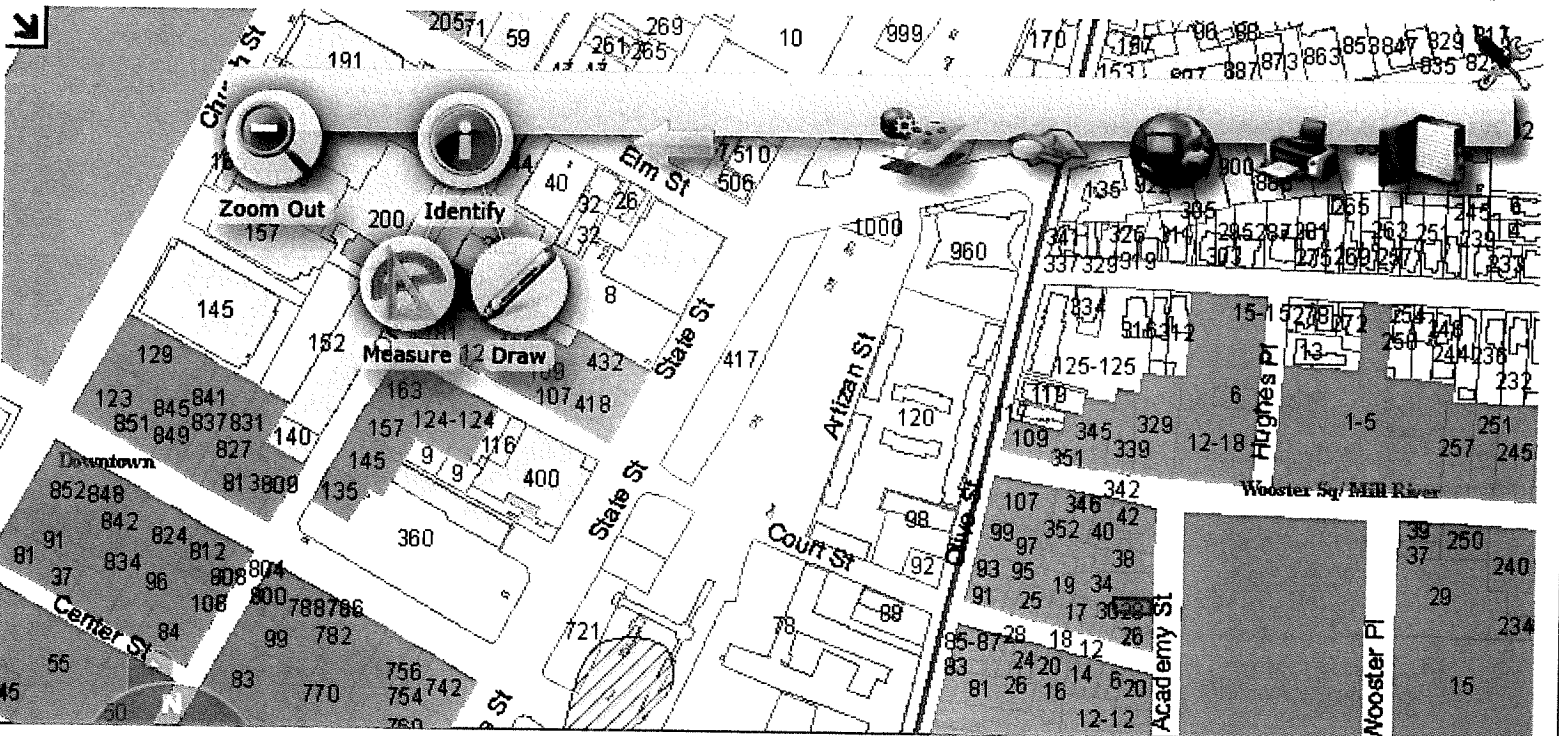
GIS map navigation tools are included to help municipality officials identify and locate spatial features and permit or license activity in any given area. Key parcel information is consolidated and available to users through ViewPermit. This will help officials identify clusters of activity based on location.

ViewPermit GIS data layers such as parcels, building footprints, zoning, historic district, wards, sewer districts and color orthophotos can be activated or deactivated for intelligent decision support.

ViewPoint Government Solutions is an authorized Esri Business Partner.

Show Calendar

Hide Map






# ViewInspect™

## Dynamic Field Access for Inspectors

With ViewInspect, ViewPoint's web-based, tablet-friendly inspection application, field inspectors can conduct inspections for permits and code enforcement from any web-enabled device such as Android, Windows 8, or Apple tablet.



Field users can also access property data to verify if observed activity at any property is covered by a permit or license.


Inspections conducted in the field are saved in real-time back at the office. As a result, inspections are completed more thoroughly, errors and omissions in record-keeping are significantly reduced or eliminated, and re-inspections occur with direct instant access to previous inspection results and notes.





# ViewInspect


Tablet-friendly mobile inspections


Rafael Ramosonline

**Back**

**History**

**Details**

**Take Action**

**Save**

tap address below to show on map

138 LOMBARD ST, Testing, CT Unit#

Inspection for **B-12-522**

Owner **VEGA MARIA AND ROLDAN NYDIA**

Permit For **Rehab-Residential**

Contractor **OWNER TO ACT AS CONTRACTOR**

Summary **REMOVE/REPLACE ROOF COVERING ON EXISTING TWO FAMILY DWELLING**

Date: **7/30/2013** Time In: **6:04 PM** Time Out:

Inspector **Rafael Ramos**

97

**Above Ceiling**

**BACKFILL**

**CO**



**Decks**

Framing Materials: Type, Size, Dimensions, Span, Condition, Grade, Location, Spacing and Alignment

7/30/2013

does not conform to City standards

Comment



Score: 3



**FAIL** ☒

Score: 3

**Piers**

OK

Comment



## Built-In Inspection Checklists and Calendars

Inspection Checklists for site inspections are built in to the software, and are structured to reflect all local and state requirements. Checklist content can be managed by authorized staff to reflect changes in laws or operations.

Time-stamped actions and failure flagging ensures that detailed inspections are carried out and failed inspections are tracked and rectified. Centrally stored inspection records are available to all inspectors, allowing multiple inspectors to be deployed at a project site over time with no loss of continuity or compliance. This allows department officials maximum flexibility to manage inspectors' workloads.

Inspection appointment calendars allow internal users to manage workload and external users to request appointments.

City of New Haven  
165 Church St. New Haven, CT

Powered by ViewPoint  
Tablet-friendly mobile inspections

Rafael Ramos | Sign Out

[Back](#) [View History](#) [Permit Details](#) [Complete Inspection](#)

Property Info tap address below to show on map  
Address 10 ACADEMY ST. New Haven, CT Unit#  
Owner STURGES REBEKAH H & HARRIS JACK  
Parcel ID 10835 Lot Area 6534 Zoning RM2  
Deed 7627/ 1 Property Use 1050

Inspection for B-13-199  
All Inspections Complete ☐  
Summary: test permit

Date: 7/22/2013 Time In: 1:07 PM Time Out: Inspector: Rafael Ramos

Above Ceiling 2

Bathroom

Wash Basin/Shower or Tub (operational)  
7/22/2013  
Inspection meets all building code requirements  
Inspection meets ☐  
PASS ☒

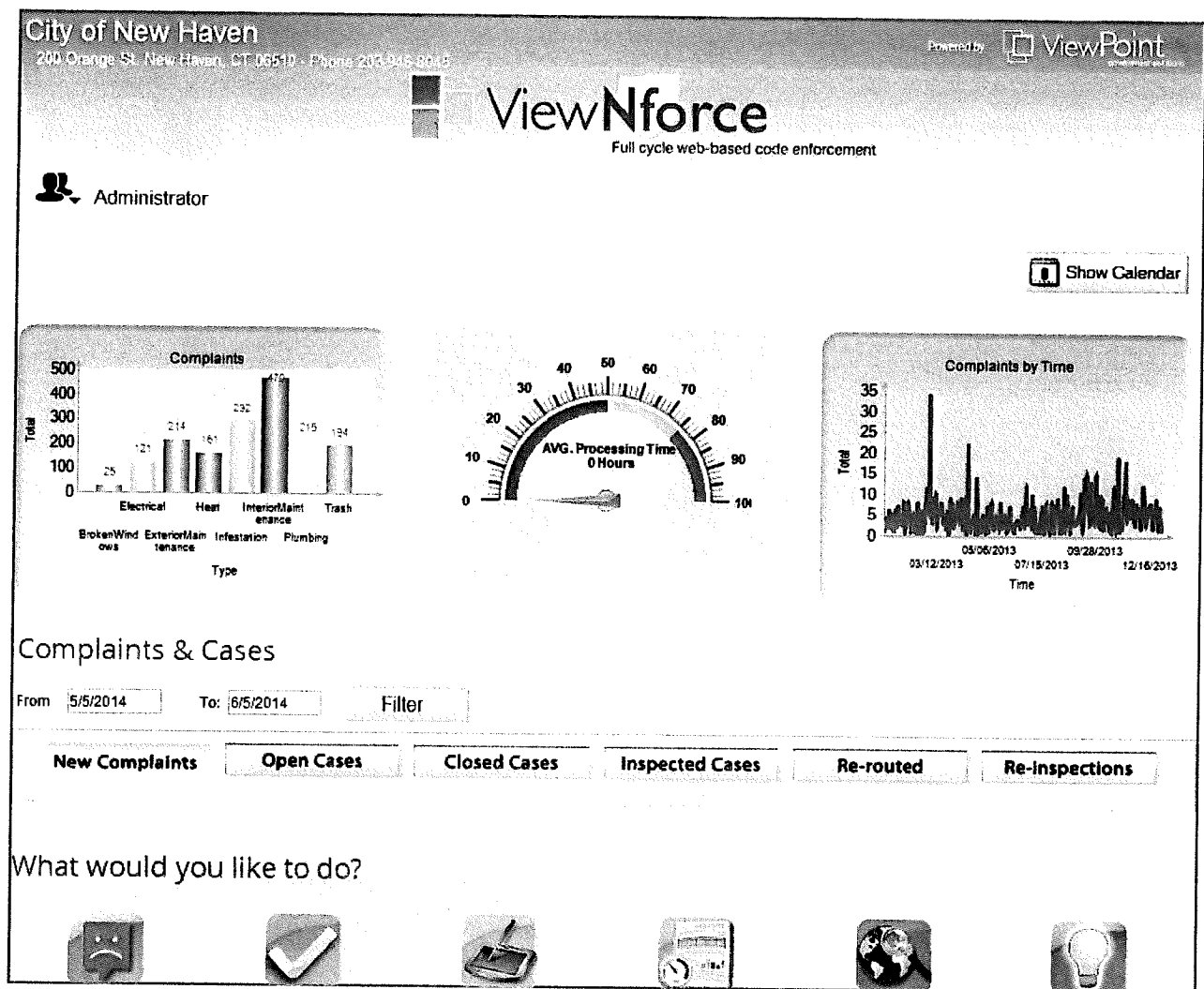
Toilet (operational)  
7/22/2013  
Inspection Does Not meet building code requirement  
Inspection Does ☐  
FAIL ☒

Doors/Vents or Windows (operational)  
7/22/2013  
Inspection meets all building code requirements  
Inspection meets ☐  
PASS ☒

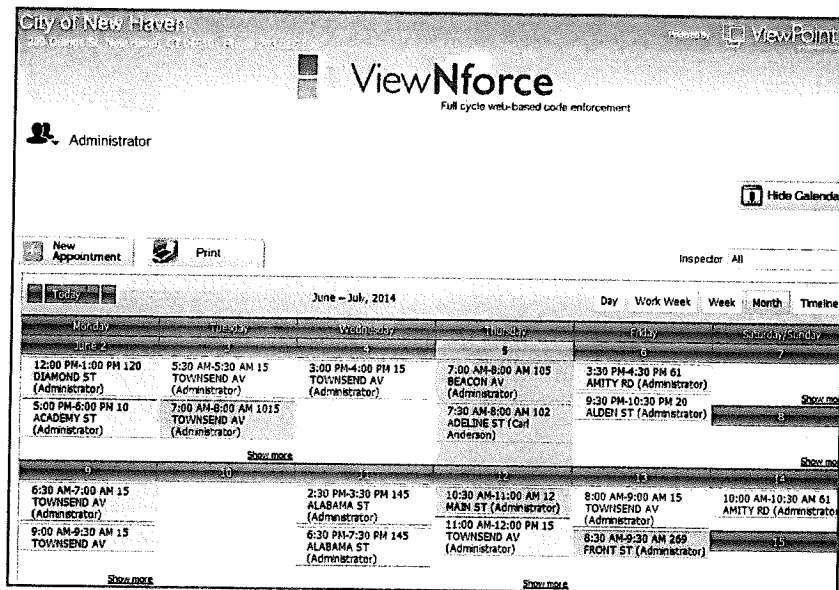
## ViewNforce™

ViewNForce provides full life-cycle management of code enforcement cases, making the code enforcement process automatic and easy to manage:

- A visual workflow displays complaint status at each step
- Fields populate automatically from GIS
- Complaints can be classified and inspectors scheduled automatically
- Users can print customized reports, orders, and letters of satisfaction
- Supports multiple complaints per case
- The system is fully functional on tablets or computers

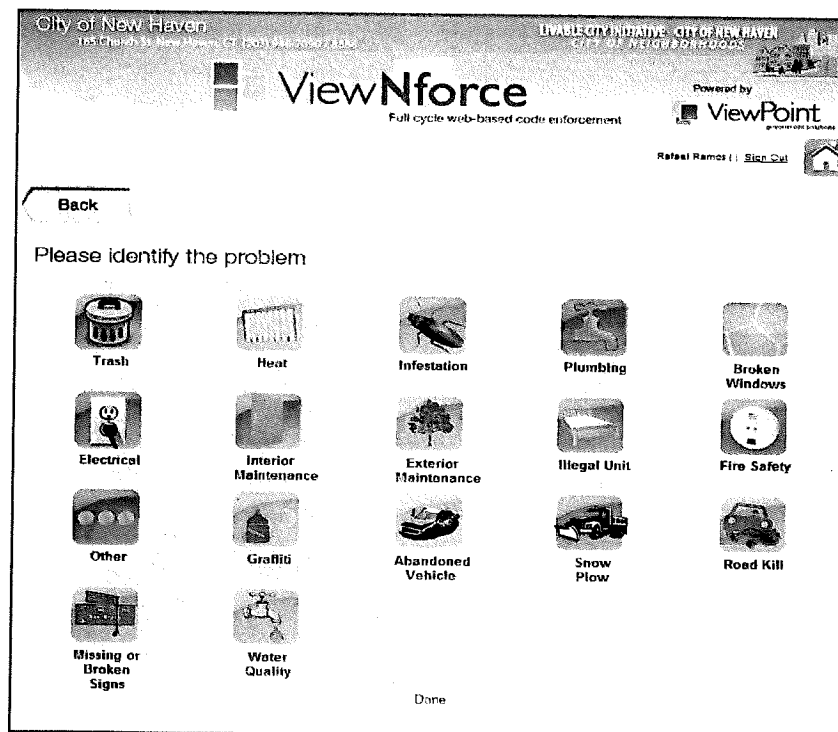


If desired, we can integrate a "front end" for on-line logging of complaints by citizens.



As specified in the RFP, ViewNforce provides the following:

- Case management for all types of code enforcement, including weedy lots
- Integration of the International Property Maintenance Code
- Letter generation and management
- Creation of invoices and documentation for liens and billing
- Parcel data lookup
- Easy reporting
- Intuitive document and photo management
- Fully integrated GIS



Please identify the problem

You have selected: Graffiti



Trash



Broken Windows



Exterior Maintenance



Graffiti



Abandoned Vehicle



Snow Plow



Road Kill



Signage



Access Board



Building Code

Violations

Graffiti

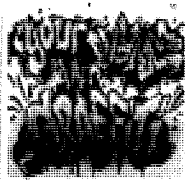
Problem Description

Owner Notified

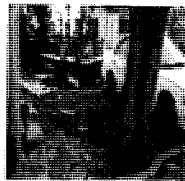
Owner Unreachable

Owner Not Notified

Attach Documents / Photos

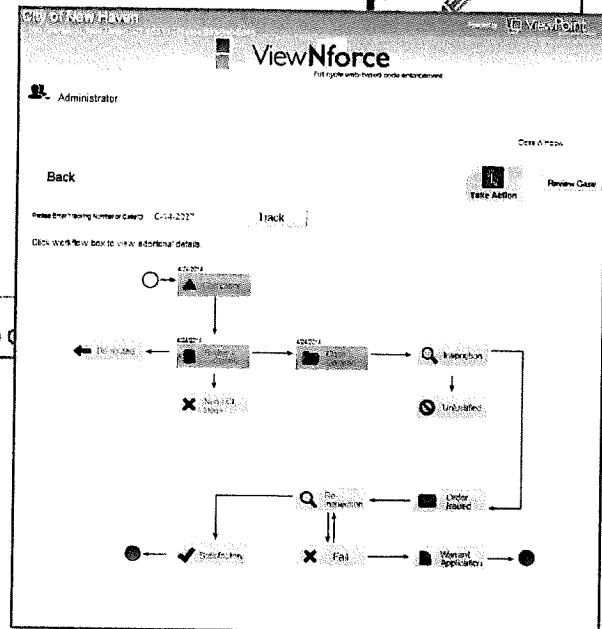


Wed Jun 11 2014



Wed Jun 11 2014

Create C



## II. Hardware Requirements and Architecture

ViewPoint uses the Microsoft Azure Cloud. The below table illustrates the technical requirements on the client side, as well as the systems provided as part of the software.

As part of its Cloud computing services, Microsoft manages and maintains disaster recovery, network, load balancers, DNS, cooling, monitoring, availability, and hardware maintenance.

ViewPermit Cloud Platform Technical Requirements	
Software	Hardware
<b>Client Side:</b>  Microsoft .Net Framework 4.0  Microsoft Report Viewer 2008 SP1 (Free software)  ViewPermit application will be installed on Client PCs via ClickOnce deployment strategy	<b>Client Side:</b>  Windows Client PC with min. 4 GB of RAM, Pentium IV or later, min. 1.1 GHz or higher  Windows XP, Windows Vista, or Windows 7, or Windows 8 operating system  Graphics: Microsoft OpenGL 1.1 (or compatible), or DirectX version 8.0 or later Graphics card with min. 32 MB of memory (for GIS)  Internet Connectivity  Client PC should be connected to the Local Domain Firewall on local network and computer must allow outgoing communication on TCP port 1433  If mobile functionality is required, it can run on any web-enabled device such as Android, iOS tablet or Windows 8 mobile
<b>Server Side:</b>  Windows Azure, SQL Azure, and Azure Fabric will be provided by ViewPoint and Microsoft.	<b>Server Side:</b>  No server hardware required as the entire infrastructure is managed by Microsoft's global datacenters.

Additional technical elements are provided below.

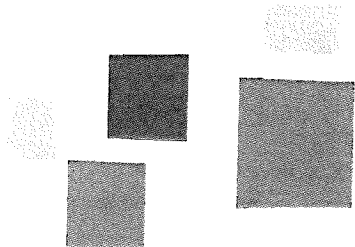
ViewPoint technology is developed using .Net framework 4.0 and 4.5 as well as HTML5, Javascript and Json. We use Microsoft Report Builder and Viewer for our reporting mechanism.

Additionally, there may be a need for the client to have an instance of SQL Server 2008 R2 or greater available for address, parcel & owner data updates sent to the cloud and brought into ViewPermit.

We leverage the Microsoft Azure cloud and subsequently SQL Azure, Windows Azure and Azure fabric for our solution.

Access and authorities in the system are highly customizable based on role. Access ranges from view only (for managers, elected officials), to approvals by discipline (building, fire, etc.), to approvals by function (reviewer, inspector).

Password Encryption and encryption (hashing) is an integral component of ViewPermit's security mechanism. It is a requirement that all user names and passwords are encrypted prior to transport.



The ViewPermit back office application protects documents, user data, and transactions using Lightweight Directory Access Protocol (LDAP), Windows Active Directory (AD), and the ViewPermit security solution model. All financial data are transported via Hypertext Transfer Protocol Secure (HTTPS) and Transport Layer Security (TLS).

The ViewPermit web application uses SSL certificates (HTTPS). All the settings and connection strings will be encrypted using Rijndael Symmetric Encryption algorithms.

The ViewPermit back office application is secured by a 2-layer authentication process:

- LDAP using Active Directory Authentication: Active Directory is a database based system that provides authentication, directory, policy, and other services in a Windows environment. LDAP is an application protocol for querying items in directory service providers like Active Directory (AD).
- Role-based Authentication: In a role-based authentication software system, users/departments are assigned one or more predefined roles. These roles then determine the user's privileges, the information they can see, areas they can access, and items they are able to change. Users in the database can be assigned roles in a variety of ways.

ViewPermit's role-based security can be highly customized based on the type of permit (building, planning, fire); review category, and type of activity being undertaken (plan review, inspection, CO issuance). We will establish security parameters for each user based on the role that they play in the permitting process.

### Integration and Interfaces

ViewPoint will connect to the municipality's existing geographic information systems (GIS) and property databases via Esri ArcGIS to provide a dynamic spatial dimension to permit and license application management. ViewPermit's mapping component is powerful, yet easily accessible even to users with no GIS training.

ViewPermit's GIS interface instantly reflects any changes – displaying parcel subdivisions, new development, ownership and zoning changes as they occur. Thematic maps and lay-outs of the embedded GIS interface can be modified by authorized staff.

GIS map navigation tools are included to help municipality officials identify and locate spatial features and permit or license activity in any given area. Key parcel information is consolidated and available to users through ViewPermit. This will help officials identify clusters of activity based on location.

ViewPermit GIS data layers such as parcels, building footprints, zoning, historic district, wards, sewer districts and color orthophotos can be activated or deactivated for intelligent decision support.

ViewPoint Government Solutions is an authorized Esri Business Partner.

ViewPermit integrates with any online payment system, such as the PayPal api to process payments and fees for permitting online. Integration with PayPal is offered at no additional cost to the municipality.



## Mobile Devices

With ViewInspect, ViewPoint's web-based, tablet-friendly inspection application, field inspectors can conduct inspections for permits and code enforcement from an internet connected tablet.

Field users can also access property data to verify if observed activity at any property is covered by a permit or license.

Inspections conducted in the field are saved in real-time back at the office. As a result, inspections are completed more thoroughly, errors and omissions in record-keeping are significantly reduced or eliminated, and re-inspections occur with direct instant access to previous inspection results and notes.

## E-Government

The system includes an internet-based front-end that will allow customers to apply, pay for, and receive permits on-line. Applicants and others can also use the front end to look up the status of a permit for any property, review comments from reviewing departments, and research the history of a parcel or building.

## Cashiering

ViewPermit can interface with the municipality cashiering system and provide automatic batch reports or data files for upload into that system. Our front end system automatically integrates with Paypal but can be configured to integrate with other payment systems as needed.

## Reporting

The built-in ViewPermit report wizard enables easy generation of a wide range of standard, custom or ad hoc reports. ViewPermit reports can be easily exported to Excel and PDF formats with one click. Reporting may also be accessed via Microsoft Report Writer (free software) or external reporting tools such as Crystal Reports.

Spatial reporting tools allow visualization of tabular data representing many different elements of project, permit and license activity to reveal trends and planning concerns.

ViewPermit reporting supports Business Intelligence utilizing these elements:

- Multidimensional data model (data cube) Online Analytical Processing (OLAP)
- Data Mining Reporting Predictive Analytics

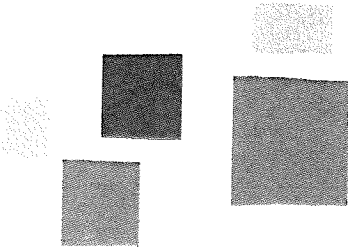
Summary and detailed reports available (daily, weekly, monthly, annually as required):

- Revenue collection (daily balance)
- Project budget
- Project tracking Project/plan review Workload tracking
- Historical/trend analysis
- Milestones

Users can query information based on several criteria:

- Permit type Property type Planner Business type License type
- Location/Address Licensee



- 
- Date range Due date
  - Occupancy Type
  - Developer Contractor Zoning Land use

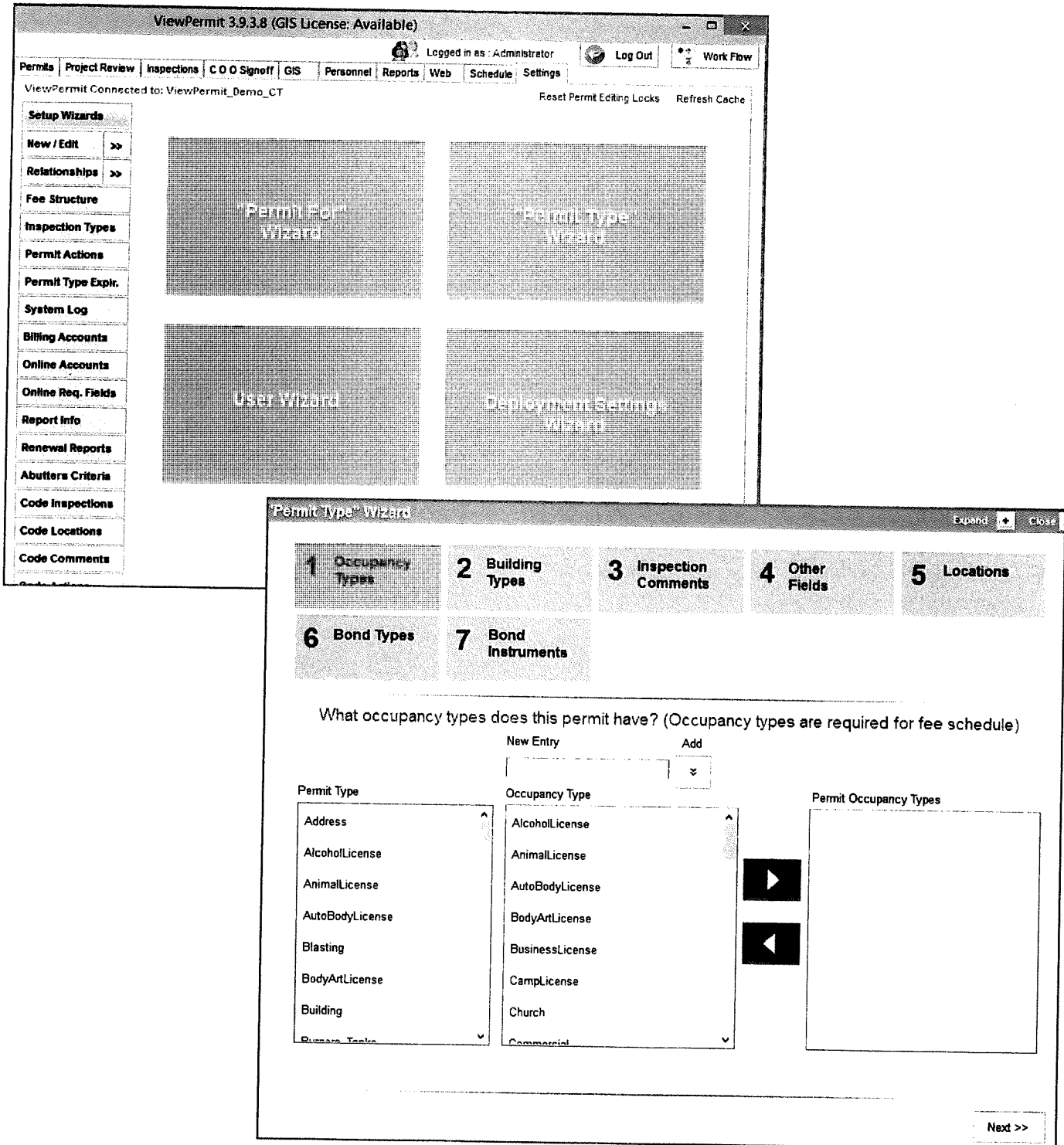
### Document Management

ViewPoint allows the user to attach and share documents in many areas within the software. Construction plans, photographs, documents, and forms can be attached to an address, a specific permit, or a specific inspection record. The system can interface with existing document management systems, or can act as a document management system, organizing documents by parcel ID, address, or other parameters.

As desired by the municipality, ViewPermit allows the municipality to eliminate paper-based processes and numerous spreadsheets and databases, replacing them with a system that is integrated, flexible, and brings together data from external systems.

### III. Ability to be user-modified

ViewPermit is extremely user-friendly, allowing our clients to add and remove permit types, adjust fees, change user roles, and create customized reports with very limited training



ViewPermit 3.9.3.8 (GIS License: Available)

Logged in as: Administrator Log Out Work Flow

ViewPermit Connected to: ViewPermit\_Demo\_CT

Reset Permit Editing Locks Refresh Cache

**Setup Wizards**

- New / Edit >>
- Relationships >>
- Fee Structure
- Inspection Types
- Permit Actions
- Permit Type Explr.
- System Log
- Billing Accounts
- Online Accounts
- Online Req. Fields
- Report Info
- Renewal Reports
- Abutters Criteria
- Code Inspections
- Code Locations
- Code Comments

**"Permit Type" Wizard**

1 Occupancy Types 2 Building Types 3 Inspection Comments 4 Other Fields 5 Locations 6 Bond Types 7 Bond Instruments

What occupancy types does this permit have? (Occupancy types are required for fee schedule)

New Entry Add

Permit Type

- Address
- AlcoholLicense
- AnimalLicense
- AutoBodyLicense
- Blasting
- BodyArtLicense
- Building
- Business Trucks

Occupancy Type

- AlcoholLicense
- AnimalLicense
- AutoBodyLicense
- BodyArtLicense
- BusinessLicense
- CampLicense
- Church
- Commercial

Permit Occupancy Types

Next >>

## IV. Implementation process and training

ViewPermit has an excellent track record implementing software in a way that minimizes distraction to the municipality, but includes enough feedback to ensure that the system works well from the first day of go-live.

The first step in system deployment involves establishing a shell system, which includes all necessary interfaces with other systems but is not yet customized based on your municipality's specific policies and regulations. During this phase we work closely with IT staff to identify all necessary interfaces and establish the logistics of these interfaces in a way that allows for timely updates of all systems but meets the security needs of the municipality's IT and other staff.

Once this base system is up and running, we can customize the software by speaking with each department to fine-tune how each permit is generated. This customization includes:

- Identifying departments responsible for originating permits as well as for review of those permits. (For example, for a commercial renovation, Building is typically the originator but additional reviews will be required from Fire, and often other departments.)
- Identifying permit types for each department (For example, Building: new residential construction).
- Establishing the fee basis for each permit.
- Designing permit and application form
- Determining who signs off on permits and on Certificates of Occupancy. This can be based on the permit type (e.g., new single family), property characteristic (commercial vs. residential), or land characteristic (wetland, flood, etc.)

This information is provided by your staff to ViewPoint using a concise data collection process so that we can configure the software.

Once the software customization is completed there is a period of testing before going live. A "sandbox" environment is created and employees practice creating and issuing permits, inspecting projects, and signing off on and issuing Certificates of Occupancy in a this test environment. Once all issues are resolved, the "sandbox" is wiped clean and a "go live" date is set.

We typically recommend that one department take the lead on implementation, but that the system "go live" for all permit types in that department at once. Typically the lead department would be Building. Once these permits are working well in the system, other permits can be added, such as Special Permits from Planning and from the Board of Appeals, as well as, if desired, permits from other departments such as Fire and Engineering.

Data conversion from the legacy system is typically done after the system has been configured.

Any data that can be contained in the software can be converted. The general process for this is to receive a current data extract of your legacy system and write a script to import, generally on a department by department basis. We import the data during the testing period and immediately before going live we will request another extract so that there no lapse in data. Since we have scripted the import it can be brought in almost immediately.

After the back-end system is working smoothly we will deploy the web-based, customer front end. We



recommend that this be a “soft launch” where regular customers are given access to the web site to test it and provide feedback before it is publicized.

ViewPoint Project Management will be your go-to contact and will assist throughout the implementation process. We set up all of the back end database items, such as Assessor’s data, complex fee calculations and other such items. We also set up the initial workflows with each department through meetings with them to clarify their processes. Any support or training necessary before going live is provided by the project management.

Customers are responsible for creating and managing users within the system and providing detailed information to us regarding permit types, fee structures, and required sign-offs for permit types based on a variety of criteria.

We provide a set of initial forms for permit applications, permits, inspection result “tickets,” and certificates of occupancy, based on the municipality’s current forms. Once these forms are agreed upon, future changes to those forms can be made by Administrators within the system. We will be available to assist throughout the process, so even items that are the customers’ responsibility will be fully supported. A flow chart of our process is provided on the following page.

At the time that the Sandbox is created, we will provide training to all staff. This includes three types of training:

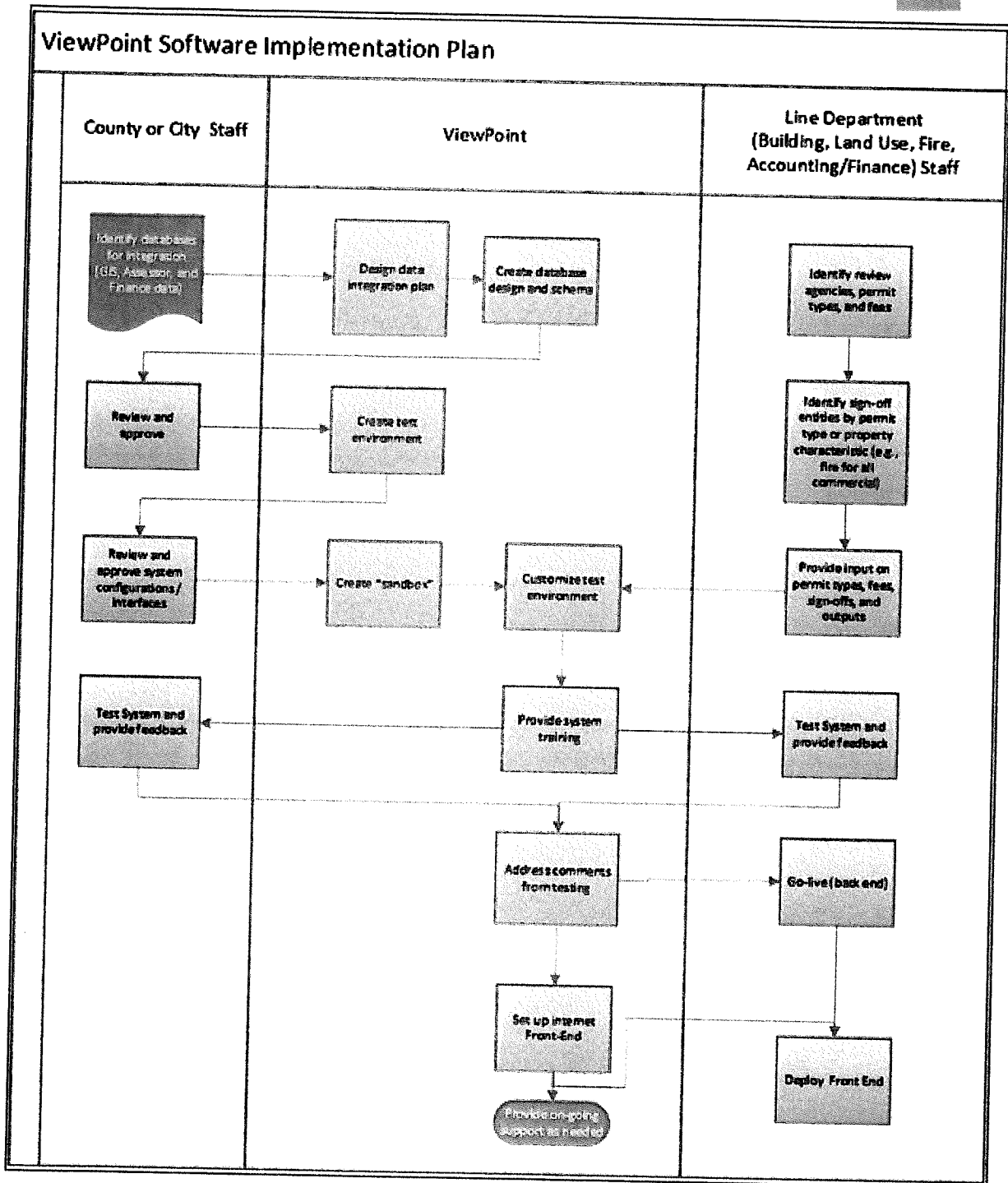
- Administrator training so that chosen staff can modify users and permits
- Report Builder training for modification of permits, licenses and other reports
- User training for all users (building inspectors, planners, etc.)

On-line training and recorded training has been highly successful, but we do generally recommend at least one full-day training session for all initial users of the system. The training includes working employees through “case studies” such as adding a permit type or adding a required review to a permit.

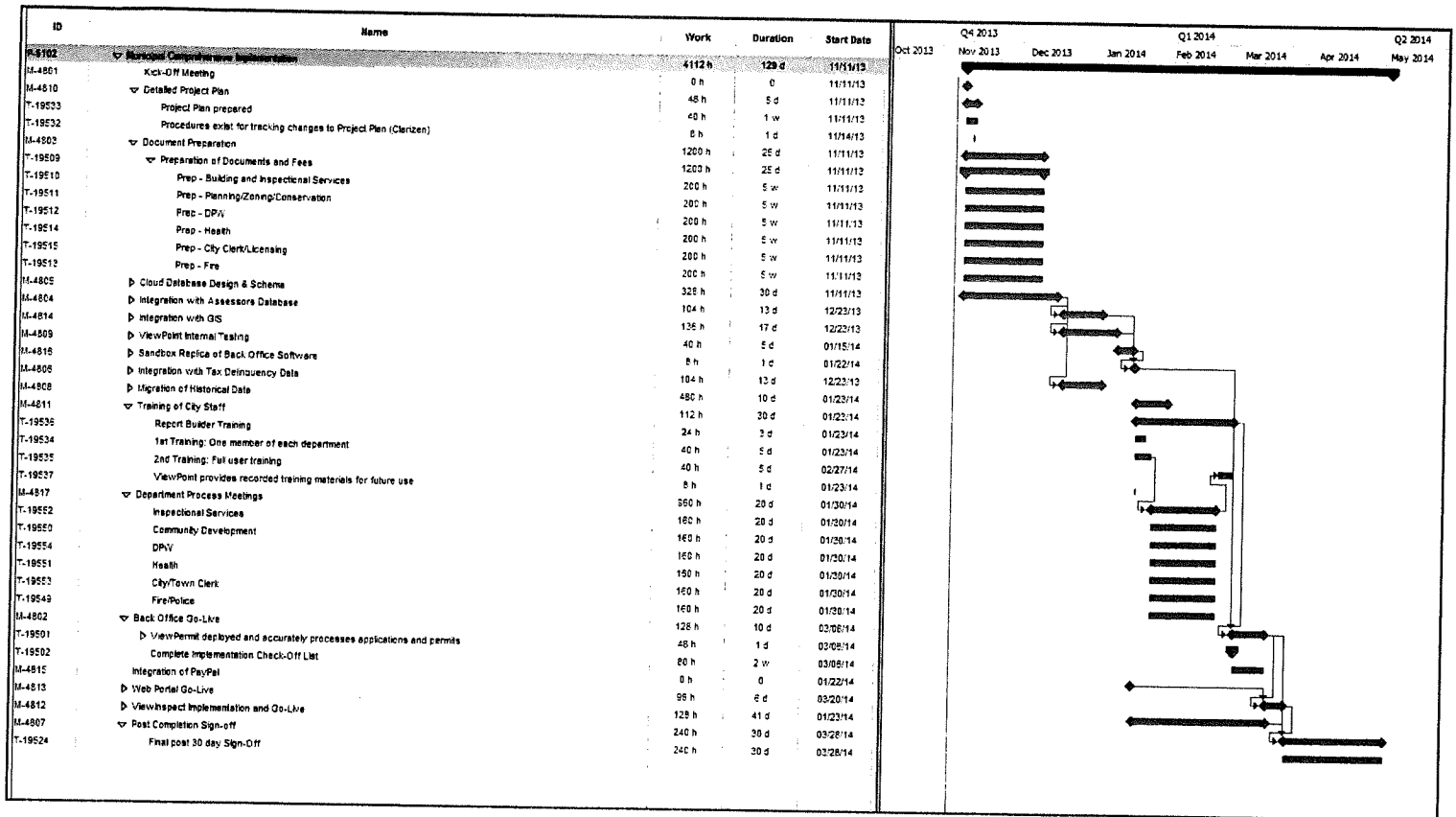
We will provide a high level of professional support through on-site training and utilization of desktop sharing software for training and troubleshooting. Because ease of use is designed into the software, ViewPermit does not require significant ongoing training when a train-the-trainer approach is employed.

We provide training/reference documents for each software module.

A complete training plan will be developed in conjunction with the client as part of our project planning process.



After implementation, support is available for all aspects of the software. Anything necessary to assist in the proper functioning of the software is included with support. Our normal hours of availability are 8-5 Eastern Time, ViewPoint is able to offer support beyond those hours.



In addition, we have a web portal through which users can report bugs, ask questions, or request enhancements. Issues logged through the portal are given an incident number and our staff follow up until all issues are resolved.

# Included modules

ViewPermit Modules, Permit and License Types included in this proposal:

## **Building/Inspectional Services**

- Building
- Electrical
- Mechanical
- Plumbing
- Gas
- Code Enforcement

## **Community Development**

- Planning
- Land Development
- Zoning
- Conservation
- Special Projects

## **Public Works/Engineering**

- Excavation/Trench
- Obstruction
- Curb Cut/Sidewalk
- Sewer Service
- Water Service
- Storm Drain Service
- Special Events

## **Fire/Public Safety**

- Business Occupancy
- Flammable Material
- Fire Alarm System
- Fire Suppression
- Sprinkler system
- Storage Tank Removal

## **Public Health**

- General Health License
- Animal Keeping
- Body Art and Piercing
- Day Camp
- Dumpster
- Food and Milk
- Frozen Dessert
- Hairdresser
- Hazardous Materials
- Perc Test
- Public Pool
- Private Well
- Septage Hauler
- On-Site Septic System
- Tanning Facility Tobacco
- Portable Toilet

## **Licensing**

- Business General License/DBA
- Alcohol
- Auto Body
- Dog Livery
- Special Police
- Second Hand
- Taxi
- Victualler
- Outdoor Seating
- Special Event
- Portable Sidewalk Sign

**Code Enforcement - ViewNforce**  
**Mobile Inspections - ViewInspect**

# **ENCLOSURE 9**



City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Ms. Ruth Pino  
82 Wheeler Street  
Gloucester, MA 01930

Dear Ruth:

I am pleased to reappoint you to a two year term as a Trustee of the **Affordable Housing Trust**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

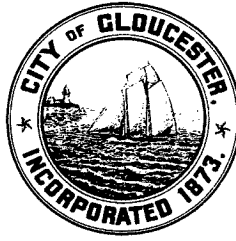
Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council  
Tom Daniel, Community Development Director

Enclosure

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

January 13, 2014

Mr. Michael Luster  
2 Michaels Lane  
Gloucester, MA 01930

Dear Mike:

I am pleased to reappoint you to a two year term as a Trustee of the **Affordable Housing Trust**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council  
Tom Daniel, Community Development Director

Enclosure

# AFFORDABLE HOUSING TRUST

## An Ordinance Creating the Gloucester Affordable Housing Trust Fund Article VI, Division 4, Sections 2-601 - 2-615

### Sec. 2-601. Gloucester Affordable Housing Trust Fund - Purpose.

The Commonwealth of Massachusetts has recently enacted legislation clarifying the ability of municipalities to create Affordable Housing Trust funds by enacting Section 55C of Chapter 44 of the Massachusetts General Laws; and

due to the high cost of housing, it is becoming harder to maintain economic diversity in the housing stock of the City of Gloucester; and

this rising cost affects the ability of all ages of Gloucester residents to remain in Gloucester as well as affecting the ability of the City to attract new residents of all age ranges; and

the City of Gloucester is dedicated to providing diversity in housing, which diversity includes economic diversity; and

by adopting this Affordable Housing Trust Fund ordinance, it will allow flexibility in addressing the needs of the city in a regulatory and problematic fashion.

### Section 2-602. Same - Policy of the City of Gloucester.

It is the policy of the City of Gloucester to support the creation, preservation and maintenance of affordable housing. In doing so, it is also the policy of the City of Gloucester to protect, preserve, and enhance the economic and social diversity of the City, to provide affordable rental and homeownership options for people of all ages and income levels, and to accommodate the changing housing needs of families and individuals. The Gloucester Affordable Housing Trust Fund is created to promote this policy.

### Section 2-603. Same - Establishment of the Gloucester Affordable Housing Trust Fund.

There is hereby created the Gloucester Affordable Housing Trust Fund in accordance with Massachusetts General Laws Chapter 44, Section 55C, as now or hereafter amended or superseded. The Gloucester Affordable Housing Trust Fund shall hereinafter be known as the Trust.

### Section 2-604. Same - Definition.

For the purposes of Sections 2-601 through and including 2-615, as well as for the Declaration of Trust for the Trust or any other documents, Board shall mean the Board of Trustees of the Trust. Board Members and Trustees shall both mean members of the Board of the Trust, which terms maybe used interchangeably.

### Section 2-605. Same - Membership.

Acting under the authority of M.G.L. Chapter 44 Section 55C, there is hereby created a Board of Trustees for the Trust established pursuant to Sections 2.604 through 2.615 of the Code of Ordinances of the City of Gloucester, Massachusetts for the purposes set out in the M.G.L. Chapter 44, Section 55C. The Board shall include no fewer than five (5) Trustees, including the Mayor, ex officio, or his or her written designee, ex officio. The remaining Trustees shall be appointed by the Mayor and approved by the City Council for a term not to exceed two years.

The Board Members shall have knowledge or expertise in areas including, but not limited to, affordable housing, real estate, real estate finance, or housing construction. The Mayor, however, shall not be required to appoint Board Members from all of these areas of knowledge or expertise, but shall only be required to make his or her best effort to find persons that meet this requirement. In addition, the City of Gloucester Community Development Director shall serve as an ex officio Trustee.

**Section 2-606. Same - Terms of the Board Members; Election of Officers.**

- (A) The terms of the Board Members set out in Sections 2-605 and 2-606 shall be two (2) year terms; provided, however, that for the appointment of the initial Board Members, three (3) members shall be appointed for one (1) year, and the remaining Trustees for two (2) years. The Board Members shall serve until their successors have been appointed and qualified. The Mayor, however, shall serve for his or her entire term of office as Mayor. The Mayor's written designee shall serve for the term of his or her written designation, which may be amended or revoked at any time in writing. The Community Development Director shall serve for the entire term of his or her employment as Community Development Director.
- (B) Pursuant to Section 7.5 of the Charter of the City of Gloucester, Massachusetts, every appointment to the Trust shall begin on the fifteenth day of February for the term specified in this Article and shall continue until a successor is chosen and qualified as specified in this Article, but in no case longer than six (6) months when the office shall be declared vacant.
- (C) The Board shall, annually, elect a Chairman and Vice-Chairman of the Board at the first regularly scheduled meeting after February 15.

**Section 2-607. Same - City Board.**

The Trust is a board of the City for purposes of M.G.L. Chapter 30B (Uniform Procurement Act) and Section 15A of M.G.L. Chapter 40 (Transfers of Land); but agreements and conveyances between the Trust and agencies, boards, commissions, authorities, departments and public instrumentalities of the City shall be exempt from said Chapter 30B.

**Section 2-608. Same - Removal of Trustees.**

Pursuant to Section 7.14 of the Charter of the City of Gloucester, Massachusetts, any Trustee may be removed from the Board and have his or her place declared vacant for the reasons set out in and under the procedures set out in said Section 7.14.

**Section 2-609. Same - Meetings of the Trust; Notice; Quorum.**

- (A) The Trust shall meet monthly as long as there is business requiring the attention of the Trust; provided, however, that the Trust shall meet at least on a quarterly basis. The meetings of the Trust shall be at such time and at such place as the Trustees shall determine. Notice of all meetings of the Trust shall be given in accordance with the provisions of the Open Meeting Law, M.G.L. Chapter 39, Sections 23A, 23B and 23C.
- (B) A quorum at any meeting shall be a majority of the Trustees qualified and present in person.

**Section 2-610. Same - Powers and Duties.**

The Trust, acting through the Trustees, shall have the powers and duties set out in M.G.L. Chapter 44, Section 55C, as now or hereafter amended or superseded, which include but are not limited to the following:

(A) General Powers

- (1) with the approval of the City Council, to accept and receive property, whether real or personal, by gift, grant, devise, or transfer from any person, firm, corporation or other public or private entity, including without limitation, grants of funds or other property tendered to the trust in connection with provisions of any zoning ordinance or any other ordinance. Acceptance or receipt of funds shall require City Council approval pursuant to M.G.L. Chapter 44, Section 55C;
- (2) with the approval of the City Council to the extent required by ordinance and M.G.L. Chapter 30B, to purchase and retain real or personal property, including without restriction, investments that yield a high rate of income or no income;
- (3) with the approval of the City Council, to sell, lease, exchange, transfer or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertakings relative to Trust property as the Trustees deem advisable notwithstanding the length of any such lease or contract;
- (4) to employ advisors and agents, such as accountants, appraisers and lawyers as the Board deems necessary;
- (5) to pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the Board deems advisable;
- (6) with the approval of the City Council, to comprise, compromise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the Trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of M.G.L. Chapter 44, Section 55C, to continue to hold the same for such period of time as the Board may deem appropriate;

(B) Real Estate Related Powers:

- (1) with the approval of the City Council to execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the Board engages for the accomplishment of the purposes of the Trust; and
- (2) to own, manage or improve real property and, with the approval of the City Council, to sell or transfer any property which the Trustees determine not to be worth retaining;

(C) Financial Powers:

- (1) with the approval of the City Council, to disburse trust funds for the purpose of making loans or grants in furtherance of the creation or preservation of affordable housing in the City of Gloucester upon such terms as the Trustees shall deem most appropriate to carry out such purposes;
- (2) to incur debt;
- (3) to apportion receipts and charges between income and principal as the Board deems advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;

- (4) with the approval of the City Council, to participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution, to vote any securities or certificates of interest, and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;
- (5) with the approval of the City Council, to deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the Board may deem proper and to pay, out of Trust property, such portion of expenses and compensation of such committee as the Board, with the approval of the City Council, may deem necessary and appropriate;
- (6) to carry property for accounting purposes other than acquisition date values;
- (7) with the approval the City Council, to borrow money on such terms and conditions and from such sources as the Trust deems advisable, and to mortgage and pledge trust assets as collateral;
- (8) to make distributions or divisions of principle in kind;
- (9) to hold all or part of the trust property uninvested for such purposes and for such time as the Board may deem appropriate; and
- (10) to extend the time for payment of any obligation to the Trust.

**Section 2-611. Same - Funds Paid into the Trust.**

Pursuant to M.G.L., Chapter 44, 55C.(d), and notwithstanding any general or special law to the contrary, all moneys paid to the Trust in accordance with the Gloucester Zoning Ordinance, exaction fee, or private contributions shall be paid directly into the Trust and need not be appropriated or accepted and approved into the Trust. General revenues appropriated into the Trust become Trust property and these funds need not be further appropriated to be expended. All moneys remaining in the Trust at the end of any fiscal year, whether or not expended by the Board within one year of the date they were appropriated into the Trust, remain Trust property.

**Section 2-612. Same - Custodian of the Funds.**

The City Treasurer will be the custodian of the funds.

**Section 2-613. Same - Taxes.**

The Trust is exempt from M.G.L. Chapters 59 and 62, and from any other provisions concerning payment of taxes based upon or measured by property or income imposed by the Commonwealth or any political subdivision thereto.

**Section. 2-614. Same - Governmental Body.**

The Trust is a governmental body for purposes of Sections 23A, 23B and 23C of M.G.L. Chapter 39.

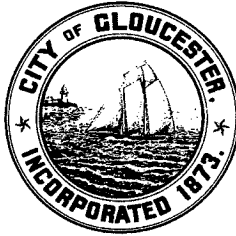
**Section 2-615. Same - Reports to the Mayor and City Council; Annual Audits.**

- (A) The Trust shall, on a quarterly basis, provide written reports to the Mayor and City Council on each and every aspect of the business conducted by the Trust. The reports shall be provided on or before the 15th day of the month following the first day of a calendar quarter.

(B) Pursuant to M.G.L. Chapter 44, Section 55C.(h), the books and records of the Trust shall be audited annually by an independent auditor in accordance with accepted accounting practices for municipalities. The Trust shall forward a copy of the audit to both the City Council and the Mayor. The auditor shall work for the City Treasurer. However, the costs of the audit shall be paid from the Trust.

Secs. 2-616 - 2-649. Reserved.

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Richard Sagall, M.D.  
35 Starknought Heights  
Gloucester, MA 01930

Dear Doctor Sagall:

I am pleased to reappoint you to a three year term on the **Board of Health**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

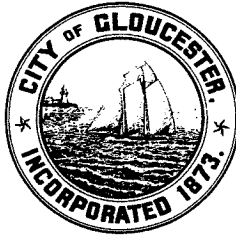
Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council  
Noreen Burke, Public Health Director



City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Mr. Robert Harris  
3 ½ Williams Court  
Gloucester, MA 01930

Dear Mr. Harris:

I am pleased to reappoint you to a three year term on the **Board of Health**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council  
Noreen Burke, Public Health Director

(Code 1970, § 2-187)

**State law reference(s)**--Selection of board chairman, M.G.L.A. c. 41, § 24.

**Sec. 2-417. Duties of secretary.**

The secretary of the board of assessors shall keep a full and complete record of the doings of the board, and shall have in his custody the official records to be kept by assessors and he likewise shall perform the duties required of a secretary of a board of assessors by law or as may be required by the commissioner of the department of revenue of the commonwealth.

(Code 1970, § 2-188)

**State law reference(s)**--Selection of secretary, M.G.L.A. c. 41, § 24.

**Sec. 2-418. Books and records.**

The board of assessors shall cause to be carefully protected and preserved all books, records and papers belonging to the assessor's department and a detailed and accurate record in permanent form shall be kept relating to all the official acts of the board of assessors.

(Code 1970, § 2-189)

**Secs. 2-419--2-424. Reserved.**

**DIVISION 3 BOARD OF HEALTH\***

**\*State law reference(s)**--City and town boards of health generally, M.G.L.A. c. 111, §§ 26--32.

**Sec. 2-425. Composition; appointment, term and removal of members.**

The board of health shall consist of five (5) members all of whom shall be appointed by the mayor, subject to the approval of the city council, staggered terms of three (3) years each.

(Code 1970, § 2-297; Ord. No. 4-1991, § 1, 2-26-91)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 111, § 26.

**Sec. 2-426. Members not compensated.**

Members of the board of health shall receive no compensation for their services.

(Code 1970, § 2-298)

**State law reference(s)**--Members of board of health to receive such compensation as council determines, M.G.L.A. c. 111, § 26.

**Sec. 2-427. Selection of chairman.**

The board of health shall organize annually by the selection of one (1) of its members as chairman.

(Code 1970, § 2-299)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 111, § 27.

**Sec. 2-428. Rules and regulations.**

The board of health may make rules and regulations for its own government and for the government of its officers, agents, and assistants.

(Code 1970, § 2-303)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 111, § 27.

**Sec. 2-429. Appointment of physician to take and examine cultures and school physician.**

The board of health may appoint a physician to the board, who shall take and examine all cultures, and shall appoint a school physician, neither of whom shall be a member of the board. Such physicians shall hold their offices according to the provisions of the civil service laws and regulations governing such offices.

(Code 1970, § 2-300)

**Cross reference(s)**--Duty of school physician relative to vaccination of pupils, § 18-4.

**State law reference(s)**--Appointment of physician to board, M.G.L.A. c. 111, § 27; appointment of school physician, M.G.L.A. c. 71, § 53.

**Sec. 2-430. Employment of clerk and other assistants.**

The board of health may appoint a clerk according to the provisions of the civil service laws and regulations governing such an office, which clerk shall not be a member of the board. The board may also employ the necessary officers, agents and assistants to execute the health laws and the board's regulations.

(Code 1970, § 2-301)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 111, § 27.

**Sec. 2-431. Compensation of clerk and assistants.**

The board of health may fix the salaries or compensation of its clerk and other agents and assistants.

(Code 1970, § 2-302)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 111, § 27.

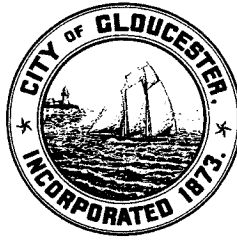
Secs. 2-432--2-439. Reserved.

**DIVISION 4. COUNCIL FOR THE AGING****Sec. 2-440. Established; composition; appointment and terms of members.**

There is hereby established a council for the aging consisting of the director of public works, the chairman of the board of health, or their respective representatives, and not less than three (3) nor more than seven (7) additional members appointed by the mayor from the voters and residents of the city. Appointees shall serve staggered terms of three (3) years, commencing at the date of the appointment.

(Code 1970, § 2-343; Ord. of 2-22-77, § 1; Ord. of 5-27-86, § 1)

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

February 4, 2015

Mr. Mark Nestor  
15 Long Hill Road  
Gloucester, MA 01930

Dear Mark:

I am pleased to reappoint you to a three year term on the **Board of Registrars**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council

# BOARD OF REGISTRARS

M.G.L. - Chapter 51, Section 15

Page 1 of 1

The General Laws of Massachusetts

Search the Laws

## PART I. ADMINISTRATION OF THE GOVERNMENT

### TITLE VIII. ELECTIONS

#### CHAPTER 51. VOTERS

#### REGISTRARS OF VOTERS

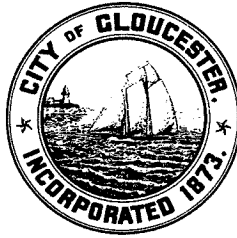
Chapter 51: Section 15. Board of registrars in certain cities and towns; appointment; term of office

Section 15. Except as provided in section seventeen, there shall be in every city, other than one having a board of election commissioners or an election commission, and in every town a board of registrars of voters consisting of the city or town clerk and three other persons who shall, in a city, be appointed by the mayor, with the approval of the aldermen, and in a town, by a writing signed by the selectmen and filed with the town clerk. When a board of registrars is first appointed, the registrars shall be appointed in February or March for terms respectively of one, two and three years, beginning with April first following. In February or March in every year after the original appointment, one registrar shall be appointed for the term of three years, beginning with April first following.

As the terms of the several registrars expire, and in case a vacancy occurs in the board of registrars of voters, the selectmen or the appointing authority shall so appoint their successors that as nearly as possible the members of the board shall represent the two leading political parties, as defined in section one of chapter fifty; provided, that a city or town clerk need not be enrolled in a political party, and provided further, that in no case shall an appointment be made as to cause a board to have more than two members, including the city or town clerk, of the same political party. Every such appointment shall be made in a town by the selectmen or the appointing authority from a list to be submitted to them by the town committee of the political party from the members of which the position is to be filled, containing the names of three enrolled members of such party resident in the town, selected by a majority vote at a duly called meeting, at which a quorum is present, of such committee; and every member of a board of registrars of voters shall serve until the expiration of his term and until his successor has qualified; provided, however, if the chairman of the town committee has not submitted such list to the selectmen or the appointing authority within forty-five days after a notification to said chairman by certified mail, the selectmen or the appointing authority shall make said appointment without reference to such a list.

Go To:  
Next Section  
Previous Section  
Chapter Table of Contents  
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Mass.gov

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Ms. Karen Favazza Spencer  
67 Langsford Street  
Gloucester, MA 01930

Dear Karen:

I am pleased to reappoint you to a three year term on the **Cable TV Advisory Committee**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

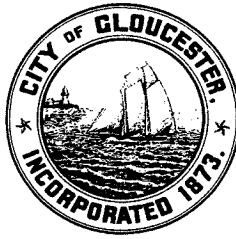
Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Mr. Geoffrey Bradford  
123 Mt. Pleasant Avenue  
Gloucester, MA 01930

Dear Mr. Bradford:

I am pleased to reappoint you to a three year term on the **Cable TV Advisory Committee**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

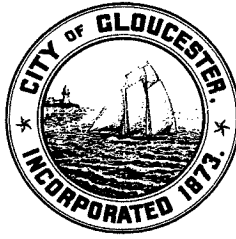
If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Ms. Joan Kimberley  
546 Washington Street  
Gloucester, MA 01930

Dear Joan:

I am pleased to reappoint you to a three year term on the **Capital Improvement Advisory Board (CIAB)**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expired. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council  
Kersten Lanes, Chair-CIAB



### **DIVISION 3. CAPITAL IMPROVEMENTS**

#### **Sec. 2-585. Annual planning; capital improvements advisory board established.**

A long range plan to serve as guidelines for capital improvements in the city shall be prepared each year in writing by the mayor subject to approval by the city council. Development of the plan shall take into account the recommendations made by a capital improvements advisory board, which is hereby established.

(Code 1970, § 2-18)

#### **Sec. 2-586. Capital Improvements advisory board--Function, composition, appointment, terms of office.**

(a) The capital improvements advisory board shall consist of seven (7) members appointed by the mayor from the community at large with due care for providing an optimum mix of background and expertise, whose terms of three (3) years shall be staggered. The mayor shall designate a chairman of the board, who shall serve for a term of one (1) year and may be reappointed. All the members of the board shall elect a vice chairman from the membership, again on a yearly basis. No member of the city council shall serve as a member of the board.

(b) The board shall be appraised of the preparation of the ten-year capital improvements program developed by the community development department on a continuing basis, shall review the final ten-year program and shall submit a report on its review to the mayor.

(c) Minutes of each meeting of the capital improvements advisory shall be forwarded forthwith to each member of the city council.

(Code 1970, § 2-21; Ord. of 8-6-85, § 1; Ord. No. 6-1991, § 1, 2-26-91)

#### **Sec. 2-587. Capital Improvement plan.**

(a) The capital improvement plan shall be concerned with physical facilities, such as land, buildings or other structures, or pieces of equipment, which require a relatively large investment and have a relatively long useful life.

(b) The capital improvement plan shall specify a detailed program of capital expenditures over a period of ten (10) fiscal years from the date on which it becomes effective and shall specify the methods of financing the proposed capital improvements.

(c) Guidelines for the planning process, specifying minimum cost and useful life of capital improvements to be considered in the capital improvement plan, the maximum proportion of total budget to be devoted to capital improvements, and any restrictions on methods of financing, shall be established on recommendation of the mayor and approval by the city council.

(d) The capital improvement plan shall be submitted by the mayor to the city council no later than ninety (90) days before the first day of the fiscal year in which it is to take effect. The plan shall be updated annually during the time it is in effect.

(Code 1970, §§ 2-19, 2-20; Ord. No. 6-1991, § 1, 2-26-91)

#### **Sec. 2-588. Scope of division.**

Nothing in this division shall be construed as preempting or diminishing the statutory prerogatives of the city council or the mayor.

(Code 1970, § 2-22)

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Mr. David Rhineland  
16 Pine Street  
Gloucester, MA 01930

Dear David:

I am pleased to appoint you to a three year term as the Historical Commission's representative on the **Community Preservation Committee**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment effective February 14, 2015, the date on which your current appointment expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to City Council

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Mr. John Feener  
45B Warner Street  
Gloucester, MA 01930

Dear John:

I am pleased to appoint you to a three year term as the Conservation Commission's representative on the **Community Preservation Committee**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment effective February 14, 2015, the date on which your current appointment expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council

# COMMUNITY PRESERVATION COMMITTEE

## Chapter XXXX City of Gloucester Community Preservation Act

Section X	Establishment
Section XX	Membership and Terms
Section XXX	Terms of Office
Section XXXX	Authority, Duties and Responsibility
Section XXXXX	Quorum and Voting
Section XXXXXX	Severability

### Section X Establishment

There shall be a Community Preservation Committee ("Committee"), in accordance with Chapter 267 of the Acts of 2000, Massachusetts Community Preservation Act, MGL chapter 44B, §1, et seq., which shall consist of nine (9) members as follows:

### Section XX Membership and Terms

The community preservation committee shall consist of nine (9) members, all of whom shall be residents of the city. Committee members shall be appointed by the Mayor and confirmed by the city council for a period of three years expiring on February 15. Committee shall be composed of the following:

- 1) Four members shall be members of the boards and commission as required by the Community Preservation Act, GL c. 44B section 5 and appointed by the Mayor subject to confirmation of the City Council. If a statutory board or commission no longer functions or exists within the city then the Mayor shall appoint a member from the general public who has expertise or performs like duties as the board or commission. Each board or commission shall submit the name of one of its members to sit on the committee within 45 days of a vacancy of the statutory membership. The statute directs that a member from each of the following shall be designated as a member of the committee:
  - a) one member of the Conservation Commission as designated by the Commission.
  - b) one member of the Historical Commission as designated by the Commission.
  - c) one member of the Planning Board as designated by the Board.
  - d) one member of the Parks and Recreation Department.
  - e) one member of the Housing Authority as designated by the Authority.
- 2) There shall be four members of the general public not currently holding elected or appointed office, as appointed by the Mayor.
  - a) The At-Large members shall include at least one citizen who has expertise or demonstrated interest in open space, at least one citizen who has expertise or

demonstrated interest in recreation, at least one citizen who has expertise or demonstrated interest in historic preservation and at least one citizen who has expertise or demonstrated interest in affordable housing.

- b) To the extent possible the members of the committee will be selected so that the five wards are fairly represented.

The commission and boards which may designate a member for appointment shall do so within 45 days of the effective date of this ordinance and shall forward the names to the Mayor. Should a commission or board fail to designate a member for appointment within 45 days, the Mayor shall appoint the member from the general public.

Should a member from a designated commission or board be no longer able to serve on the Preservation Committee, the Mayor shall appoint a successor member.

### **Section XXX        Terms of Office**

- 1) The term of office for each member of the Committee shall be three years. No member shall serve more than two terms.
- 2) In order to stagger the terms of the members, the terms of the initial appointments shall be as follows:
  - a. the Historic Commission member, the Conservation Commission member, two At-Large member appointed by the Mayor shall serve for three (3) years;
  - b. the Housing Authority member, the Planning Board member and one At-Large member appointed by the Mayor shall serve for two (2) years;
  - c. the Parks and Recreation Member and one At-Large member appointed by the Mayor shall serve for one (1) year.
  - d. For purposes of this clause, the initial one (1) and two (2) year appointments shall be deemed not to constitute full terms.

### **Officers:**

- 1) The committee shall annually elect one of its members to serve as chairperson and may elect such other officers, adopt procedural rules and regulations and establish any subcommittees as it deems appropriate.
- 2) A Committee member may serve as chairperson for 2 consecutive years, after which he/she shall not be eligible to be nominated for the same position. However, a two-thirds (2/3) vote of the Committee can waive this provision.

**Vacancies:**

Any vacancy shall be filled by the respective Board, Commission, Authority or Mayor for the remainder of the unexpired time.

- 1) In the event that a Committee member is unable for any reason to complete serving a term, whether by failure of reappointment to his or her underlying board, commission or authority, or otherwise, the board, commission or authority responsible for designating said committee member shall forthwith designate another of its members to complete the remainder of the term.
- 2) All committee members shall serve on the committee without compensation.

**Section XXXX      Authority, Duties and Responsibility**

- 1) The Community Preservation Committee shall study the needs, possibilities and resources of the city regarding community preservation. The committee shall consult with the Mayor, the City Council, the Community Development Director, the Housing Authority Director, the Conservation Commission, the Historical Commission, the Zoning Board, the Parks and Recreation Director, the Chair of the Gloucester Housing Trust, Grants Director, Public Works Director and any persons acting in those capacities or performing like duties when conducting such studies.
- 2) As part of its study, the Committee shall hold one or more public information hearings annually on the needs, possibilities and resources of the City regarding the community preservation possibilities and resources, notice of which shall be posted publicly and published for each of the two weeks preceding a hearing in a newspaper of general circulation in the City and published electronically on the city's web site.
- 3) The Committee shall meet as necessary to carry out its duties, but in any fiscal year shall hold no fewer than three (3) meetings.
- 4) On or before November 1<sup>st</sup> of each year, the Committee shall make recommendations to the City Council for:
  - a. the acquisition, creation and preservation of open space;
  - b. the acquisition, preservation, rehabilitation and restoration of historic resources;
  - c. the acquisition, creation, preservation and support of community housing;
  - d. the acquisition, creation and preservation of land for recreational use; and
  - e. the rehabilitation or restoration of open space, land for recreational use and community housing that is acquired or created as provided in this section.
- 5) With respect to community housing, the Committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.
- 6) The Committee may include in its proposal to the City Council, a recommendation to set aside

for later spending funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund or to set aside for later spending funds for general purposes that are consistent with community preservation.

- 7) The Committee may recommend the issuance of general obligation bonds or notes, in accordance with the provisions of M.G.L., Chapter 44B, § 11, in anticipation of revenues to be raised pursuant to M.G.L., Chapter 44B, § 3, the proceeds of which shall be deposited in the Community Preservation Fund.
- 8) In every fiscal year, the Committee shall recommend that the City Council either spend, or set aside for later spending, not less than 10% of the annual revenues in the Community Preservation Fund for each of the following:
  - a. open space (not including land for recreational use);
  - b. historic resources
  - c. community housing
- 9) All recommendations and proposals submitted by the Committee to the City Council shall include the anticipated costs thereof.
- 10) No appropriation shall be made from the Community Preservation Fund without the approval of the City Council.
- 11) The Committee shall submit to the City Council, by March 1<sup>st</sup> of each year, an annual administrative and operating budget for the Committee for the next fiscal year, which shall not exceed five (5%) percent of that year's estimated annual Community Preservation Fund revenues.

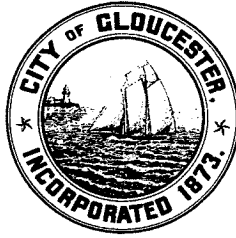
#### **Section XXXXX Quorum and Voting**

- 1) Five (5) members shall constitute a quorum for the purpose of convening a meeting and of conducting the business of the Committee.
- 2) The Committee shall approve its actions by a majority vote of the quorum.

#### **Section XXXXXX Severability**

In the event any part of this Ordinance is for any reason declared invalid or unconstitutional by any court, the remainder of this Article shall continue in full force and effect.

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Mr. John Feener  
45B Warner Street  
Gloucester, MA 01930

Dear John:

I am pleased to reappoint you to a three year term on the **Conservation Commission**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

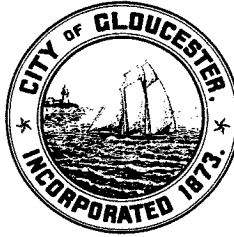
Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council



City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Mr. Barry Gradwohl  
142 Hesperus Avenue  
Gloucester, MA 01930

Dear Barry:

I am pleased to reappoint you to a three year term on the **Conservation Commission**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council

### **ARTICLE III. CONSERVATION COMMISSION\***

**\*Cross reference(s)**--Boards, commissions, councils and committees, § 2-400 et seq.; conservation commission to promulgate rules and regulations relating to marshlands, § 12-19.

#### **Sec. 16-30. Created.**

There is hereby created a conservation commission under the authority of M.G.L.A. c. 40, § 8C.

(Code 1970, § 2-328)

#### **Sec. 16-31. Composition; appointment; terms of members.**

The conservation commission shall consist of seven (7) members, all of whom shall be residents of the city and all of whom shall be appointed by the mayor, subject to approval of the city council, to staggered terms of three (3) years.

(Code 1970, § 2-329)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 40, § 8C.

#### **Sec. 16-32. Powers and duties.**

The conservation commission shall have all the duties and powers given to conservation commissions by M.G.L.A. c. 40, § 8C.

(Code 1970, § 2-330)

#### **Sec. 16-33. Condemnation of land or water upon commission's request.**

(a) For the purposes of this article, the city may, upon the written request of the conservation commission, take, by eminent domain under M.G.L.A. c. 79, the fee or any lesser interest in any land or waters located in the city, provided the taking has first been approved by two-thirds vote of the city council, which land and water shall thereupon be under the jurisdiction and control of the conservation commission.

(b) No action taken under this section shall affect the powers and duties of the state reclamation board or any mosquito control or other project operating under or authorized by M.G.L.A. c. 252, or restrict any established public access.

(c) Lands used for farming or agriculture, as defined in M.G.L.A. c. 128, § 1A shall not be taken by eminent domain under the authority of this section.

(Code 1970, § 2-331)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 40, § 8C.

#### **Sec. 16-34. Rules and regulations; penalty for violations thereof.**

The conservation commission may adopt rules and regulations governing the use of land and waters under its control, and prescribe penalties, not exceeding a fine of one hundred dollars (\$100.00), for any violation thereof.

(Code 1970, § 2-332)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 40, § 8C.

Secs. 16-35--16-44. Reserved.

#### ARTICLE IV. RESERVED\*

**\*Editor's note**--An ordinance of May 27, 1986, § 1, repealed Art. IV, §§ 16-45--16-48, pertaining to the downtown development commission, as derived from Code 1970, §§ 2-414--2-417.

Secs. 16-45--16-59. Reserved.

#### ARTICLE V. HISTORIC DISTRICT\*

**\*State law reference(s)**--Historic districts, M.G.L.A. c. 40C.

##### Sec. 16-60. Purpose.

The purpose of this article is to promote the educational, cultural, economic and general welfare of the public through the preservation and protection of the distinctive characteristics of buildings and places significant in the history or architecture of the city, and through the maintenance and improvement of settings for such buildings and places and the encouragement of designs compatible therewith.

(Ord. of 5-24-77, § 2)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 40C, § 2.

##### Sec. 16-61. Created.

There is hereby established under the provisions of M.G.L.A. a historic district to be known as the Gloucester Historic District, which district shall include the area as shown on the plan on file in the city clerk's office.

(Ord. of 5-24-77, § 3)

**State law reference(s)**--Municipal authority to establish historic districts, M.G.L.A. c. 40C, § 3.

**Sec. 16-62. Historic district commission**--Established; membership; term of office; office.

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Ms. Selma Bell  
2 Shapley Road  
Gloucester, MA 01930

Dear Selma:

I am pleased to reappoint you to a three year term on the **Council on Aging**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expired. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

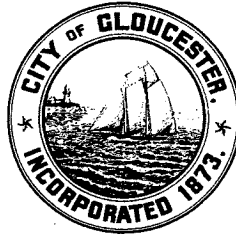
Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

February 4, 2015

Mr. Barry McKay  
26 High Popples Road  
Gloucester, MA 01930

Dear Barry:

I am pleased to reappoint you to a three year term on the **Council on Aging**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expired. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Mr. Frederick Cowan  
660R Washington Street  
Gloucester, MA 01930

Dear Fred:

I am pleased to reappoint you to a three year term on the **Council on Aging**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expired. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

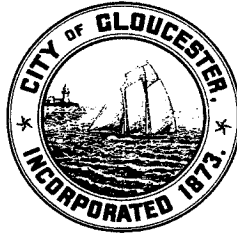
Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Ms. Lee Harty  
9 Marina Drive  
Gloucester, MA 01930

Dear Lee:

I am pleased to reappoint you to a three year term on the **Council on Aging**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expired. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

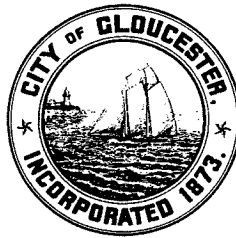
Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Mr. Jay Gustaferro  
9 Starknaught Road  
Gloucester, MA 01930

Dear Jay:

I am pleased to reappoint you to a three year term on the **Council on Aging**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expired. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council



**Sec. 2-428. Rules and regulations.**

The board of health may make rules and regulations for its own government and for the government of its officers, agents, and assistants.

(Code 1970, § 2-303)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 111, § 27.

**Sec. 2-429. Appointment of physician to take and examine cultures and school physician.**

The board of health may appoint a physician to the board, who shall take and examine all cultures, and shall appoint a school physician, neither of whom shall be a member of the board. Such physicians shall hold their offices according to the provisions of the civil service laws and regulations governing such offices.

(Code 1970, § 2-300)

**Cross reference(s)**--Duty of school physician relative to vaccination of pupils, § 18-4.

**State law reference(s)**--Appointment of physician to board, M.G.L.A. c. 111, § 27; appointment of school physician, M.G.L.A. c. 71, § 53.

**Sec. 2-430. Employment of clerk and other assistants.**

The board of health may appoint a clerk according to the provisions of the civil service laws and regulations governing such an office, which clerk shall not be a member of the board. The board may also employ the necessary officers, agents and assistants to execute the health laws and the board's regulations.

(Code 1970, § 2-301)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 111, § 27.

**Sec. 2-431. Compensation of clerk and assistants.**

The board of health may fix the salaries or compensation of its clerk and other agents and assistants.

(Code 1970, § 2-302)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 111, § 27.

Secs. 2-432--2-439. Reserved.

**DIVISION 4. COUNCIL FOR THE AGING****Sec. 2-440. Established; composition; appointment and terms of members.**

There is hereby established a council for the aging consisting of the director of public works, the chairman of the board of health, or their respective representatives, and not less than three (3) nor more than seven (7) additional members appointed by the mayor from the voters and residents of the city. Appointees shall serve staggered terms of three (3) years, commencing at the date of the appointment.

(Code 1970, § 2-343; Ord. of 2-22-77, § 1; Ord. of 5-27-86, § 1)

**State law reference(s)**--Municipal authority to establish council for the aging, M.G.L.A. c. 40, § 8B.

**Sec. 2-441. Members not compensated.**

The members of the council for the aging shall serve without compensation.  
(Code 1970, § 2-344)

**Sec. 2-442. Designation of chairman.**

The chairman of the council for the aging shall be elected for a two-year term by vote of the membership.

(Code 1970, § 2-345; Ord. No. 25-1996, § J, 4-18-95)

**Sec. 2-443. Supervision.**

The council for the aging shall be under the administrative supervision of the mayor.

(Code 1970, § 2-346)

**Sec. 2-444. Duties.**

It shall be the duty of the council for the aging to carry out programs designed to meet problems of the aging in coordination with programs of the council for the aging established under M.G.L.A. c. 6, § 73.

(Code 1970, § 2-347)

Secs. 2-445--2-449. Reserved.

**DIVISION 5. MARINERS MEDAL COMMITTEE**

**Sec. 2-450. Created.**

There is hereby created and established a committee to be known as the mariners medal committee.

(Code 1970, § 2-385)

**Sec. 2-451. Composition; appointment and terms of members.**

The mariners medal committee shall consist of five (5) members, one to be the mayor and the other four (4) to be residents of the city appointed by the mayor to serve staggered terms of four (4) years. The mayor in office shall continue his membership on the committee for the term for which he is elected.

(Code 1970, § 2-386)

**Sec. 2-452. Qualifications of members; city officers not eligible.**

(a) At least three (3) of the appointed members of the mariners medal committee shall have had experience on the high seas as master of some commercial vessel.

(b) None of the four (4) appointed members of the mariners medal committee shall hold any elective or appointive office within the government of the city when appointed, and should they

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Ms. Suzanne Silveira  
33 Maplewood Avenue  
Gloucester, MA 01930

Dear Suzanne:

I am pleased to reappoint you to a three year term on the **Downtown Development Commission**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council

DOWNTOWN DEVELOPMENT  
COMMISSION



CERTIFICATE OF VOTE

The Gloucester City Council, at a meeting held on, **TUESDAY, September 04, 2007**, at 7:00 p.m. In the Fred J. Kyroutz Auditorium, City Hall voted to approve the following action:

IN CITY COUNCIL:

MOTION: On motion of Councilor Tobey, seconded by Councilor Hardy the City Council voted 9 in favor, 0 opposed that Division 7, entitled "Downtown Development Commission", Section 2-492, entitled "Created; membership; terms" be amended by DELETING: (a) There is hereby recreated and reestablished in the City of Gloucester a commission to be known as the downtown development commission consisting of seven (7) members, all of whom shall be appointed by the mayor of the city and shall be confirmed by the Gloucester City Council and by ADDING: (a) There is hereby recreated and reestablished in the City of Gloucester a commission to be known as the downtown development commission consisting of nine (9) members, one (1) member shall be a City Councilor, who shall serve ex officio, all of whom shall be appointed by the mayor of the city and shall be confirmed by the Gloucester City Council.

*Robert D. Whynott*

Robert D. Whynott, City Clerk

APPROVAL OF THE MAYOR

*John P. Bell*  
John P. Bell, Mayor

VETOED BY THE MAYOR

*John P. Bell*  
John P. Bell, Mayor

SIGNED THIS 6 DAY OF Sept, 2007

All Ordinances shall become effective 31 days after passage except:  
Emergency Orders shall become Effective Next Day  
Zoning Changes shall be Effective Next Day.

purpose of filling a vacancy for any other reason, the appointment of the unexpired term immediately shall be made by the mayor and forwarded to the city council for their approval.

(Ord. No. 21-1991, 6-18-91)

**Sec. 2-475. Assistance of city officials, boards and employees.**

The commission shall receive regular support and assistance from the community development department. Such department may undertake planning, implementation and review responsibilities on behalf of the commission. Further, the commission may request the services and assistance of any of the officials, boards; and through the mayor, employees of the city at all reasonable times when the commission determines that it requires the assistance and advice of such officials, boards and employees in the performance of its duties.

(Ord. No. 21-1991, 6-18-91)

**Sec. 2-476. Semi-annual reports.**

The tourism commission shall submit semi-annually a report to the mayor and the city council of its activities.

(Ord. No. 21-1991, 6-18-91)

Secs. 2-477--2-490. Reserved.

**DIVISION 7. DOWNTOWN DEVELOPMENT COMMISSION\***

**\*Editor's note**—Inasmuch as Ord. No. 28-1991, adopted July 7, 1991, did not specify manner of codification, inclusion herein as Division 7, §§ 2-491--2-495, was at the discretion of the editor.

**Sec. 2-491. Purpose.**

In recognition of the continuing need for preservation, revitalization and improvement of Gloucester's central business district and its environs, a downtown development commission is hereby recreated and reestablished.

(Ord. No. 28-1991, 7-7-91)

**Sec. 2-492. Created; membership; terms.**

(a) There is hereby recreated and reestablished in the City of Gloucester a commission to be known as the downtown development commission consisting of seven (7) members, all of whom shall be appointed by the mayor of the city and shall be confirmed by the Gloucester City Council. Upon the establishment of this commission the mayor shall appoint three (3) members for three (3) years; two (2) members for two (2) years; and two (2) members for one (1) year; and as each term expires the mayor in like manner shall appoint members to serve for three (3) years.

(b) In the case of resignation, death or disqualification of any member of the commission, or for the purpose of filling a vacancy for any other reason, the appointment for the unexpired term shall immediately be made by the mayor.

(Ord. No. 28-1991, 7-7-91)

**Sec. 2-493. Mission.**

It shall be the mission of the downtown development commission to encourage economic revitalization within a context of historic preservation, community involvement and activities, a strong identity and tourism. The commission shall undertake, but not be limited to, the following activities:

- (1) Examine and evaluate conditions on an on-going basis.
- (2) Propose and promote physical improvements.
- (3) Coordinate public and private efforts.
- (4) Encourage, in cooperation with the Cape Ann Chamber of Commerce, a creative marketing plan, coordinated advertising, promotions and special events.
- (5) Promote the establishment of new businesses.
- (6) Encourage the establishment of special committees, composed of municipal officials, bankers, merchants, industrialists, preservationists, chamber of commerce officials, downtown residents, design professionals, developers, real estate brokers, and others concerned with downtown.
- (7) Promote and encourage the proper mix of goods, services, housing, recreation and entertainment.
- (8) Coordinate, through the community development department, the activities related to downtown of the historical commission, the historic district commission, the waterways commission, the planning board, the tourism commission, the economic development and industrial corporation, the redevelopment authority, and the housing authority.

(Ord. No. 28-1991, 7-7-91)

**Sec. 2-494. Assistance of city officials, boards and employees.**

The commission shall receive regular support and assistance from the community development department. Such department may undertake planning, implementation and review responsibilities on behalf of the commission. Further, the commission may request the services and assistance of any of the officials, boards and, through the mayor, employees of the city at all reasonable times when the commission determines that it requires the assistance and advise of such officials, boards and employees in the performance of its duties.

(Ord. No. 28-1991, 7-7-91)

**Sec. 2-495. Annual report.**

The downtown development commission shall submit an annual report of its activities to the city council.

(Ord. No. 28-1991, 7-7-91)

**DIVISION 8. HUMAN RIGHTS COMMISSION****Sec. 2-496. Policy.**

It is hereby declared to be the public policy of the city, including its employees, agents and officials, to protect and promote the constitutional, civil and human rights of all people within the city. Further, the city asserts that:

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Linda Brayton  
527 Washington Street  
Gloucester, MA 01930

Dear Linda:

I am pleased to reappoint you to a three year term on the **Clean Energy Commission**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

February 4, 2015

Mr. Thomas Balf  
15 Brierwood Court  
Gloucester, MA 01930

Dear Tom:

I am pleased to reappoint you to a three year term on the **Clean Energy Commission**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council



City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Mr. John Moskal  
16 Leonard Street  
Gloucester, MA 01930

Dear John:

I am pleased to reappoint you to a three year term on the **Clean Energy Commission**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

February 4, 2015

Mr. Samuel Cleaves  
1111 Washington Street  
Gloucester, MA 01930

Dear Sam:

I am pleased to reappoint you to a three year term on the **Clean Energy Commission**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council

DIVISION 11

SECTION 2-514 CLEAN ENERGY COMMISSION

Be It enacted by the City Council assembled and by the authority of the same as follows:

Sec. 2-514 The Gloucester Clean Energy Commission is created to promote clean energy options in Gloucester, including energy efficiency, conservation and the development of clean and renewable energy.

Sec. 2-515 The Commission shall pursue the following tasks:

- a) Propose and develop strategies to reduce energy costs of city-owned facilities and vehicles through energy conservation, efficiency and renewable energy measures. The strategies may include electricity, vehicle fuel, natural gas and oil conservation and may identify innovative cost-saving measures.
- b) Recommend city-wide programs including participation in federal or state-wide energy initiatives, such as the Green Communities Program, to promote and facilitate smart energy strategies for Gloucester citizens on both public and private real property.
- c) Work with appropriate city departments to track energy usage and costs associated with key assets and operations of the City.
- d) Identify climate adaptation and mitigation issues and strategies to safeguard the long-term economic and cultural vitality of the City.
- e) Follow emerging federal and state mandates, as well as initiatives and funding opportunities for energy conservation, renewable energy, or climate adaptation and mitigation strategies. Recommend strategies to comply with applicable mandatory or voluntary standards.
- f) Provide guidance, in the form of education or information, to the Mayor, City Council and key city departments and personnel, to support their decision-making on recommended strategies and clean energy opportunities.
- g) Serve as a communications and information resource on clean energy issues and city initiatives for the public through:
  - i) Meetings and sponsored events;
  - ii) Maintenance of an active web site;
  - iii) Regular communications to interested parties; and
  - iv) Public/private partnerships.

**Sec. 2-516**

a) The Commission shall consist of seven (7) members. Members shall be appointed by the Mayor and approved by the City Council, subject to the provisions of the City Charter. Appointees shall serve staggered terms of two years beginning at the date of appointment and ending on February 14 as required by the city charter. Commission members shall be Gloucester residents and may include representation by appropriate city employees as determined by the Mayor. Members will be selected based on relevant experience and knowledge in energy management strategies, renewable and alternate energies, energy efficiency and/or community sustainability. A vacancy occurring other than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment.

b) The terms of the members shall be staggered, as such, the initial members shall be for the following terms:

- i. Three members for one year;
- ii. Four members for two years.

c) The Commission shall:

- i. Meet on a monthly basis and retain meeting minutes;
- ii. Report to the Mayor on a quarterly basis; and
- iii. Beginning six months after its initial formation, the Commission shall submit to the Council on a semi-annual basis a report of its activities and its progress in achieving its mission.

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CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

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stheken@gloucester-ma.gov

February 4, 2015

Mr. Stephen Goodick  
24 Thurston Point Road  
Gloucester, MA 01930

Dear Steve:

I am pleased to reappoint you to a three year term on the **Historic District Commission**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council  
Enclosure

(Code 1970, § 2-331)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 40, § 8C.

*HISTORIC DISTRICT  
COMMISSION*

**Sec. 16-34. Rules and regulations; penalty for violations thereof.**

The conservation commission may adopt rules and regulations governing the use of land and waters under its control, and prescribe penalties, not exceeding a fine of one hundred dollars (\$100.00), for any violation thereof.

(Code 1970, § 2-332)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 40, § 8C.

Secs. 16-35--16-44. Reserved.

**ARTICLE IV. RESERVED\***

**\*Editor's note**--An ordinance of May 27, 1986, § 1, repealed Art. IV, §§ 16-45--16-48, pertaining to the downtown development commission, as derived from Code 1970, §§ 2-414--2-417.

Secs. 16-45--16-59. Reserved.

**ARTICLE V. HISTORIC DISTRICT\***

**\*State law reference(s)**--Historic districts, M.G.L.A. c. 40C.

**Sec. 16-60. Purpose.**

The purpose of this article is to promote the educational, cultural, economic and general welfare of the public through the preservation and protection of the distinctive characteristics of buildings and places significant in the history or architecture of the city, and through the maintenance and improvement of settings for such buildings and places and the encouragement of designs compatible therewith.

(Ord. of 5-24-77, § 2)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 40C, § 2.

**Sec. 16-61. Created.**

There is hereby established under the provisions of M.G.L.A. a historic district to be known as the Gloucester Historic District, which district shall include the area as shown on the plan on file in the city clerk's office.

(Ord. of 5-24-77, § 3)

**State law reference(s)**--Municipal authority to establish historic districts, M.G.L.A. c. 40C, § 3.

**Sec. 16-62. Historic district commission--Established; membership; term of office; office.**

(a) There is hereby established, under M.G.L.A. c. 40C, a historic district commission with

all the powers and duties of a historic district commission specified in M.G.L.A. c. 40C.

(b) The historic district commission shall consist of seven (7) regular members and two (2) alternate members, appointed by the mayor, subject to confirmation by the city council who shall serve staggered terms of three (3) years. The commission shall include one (1) regular member appointed from two (2) nominees submitted by the Cape Ann Historical Association, one (1) regular member appointed from two (2) nominees submitted by the Boston chapter of the American Institute of Architects and one (1) regular member appointed from two (2) nominees submitted by the Cape Ann Board of Realtors. Two (2) regular members of the commission shall be owners of property within a historic district in the city. All members of the commission, with the exception of that member nominated by the Boston chapter of the American Institute of Architects, shall be residents of the city. Vacancies shall be filled by appointment for the unexpired term. In case of the absence, inability to act or unwillingness to act because of self-interest on the part of a member of the commission, his place shall be taken by an alternate member designated by the chairman. Each member and alternate shall continue in office after the expiration of his term until his successor is duly appointed and qualified. All members shall serve without compensation.

(c) The historic district commission shall elect annually a chairman and vice-chairman from its own number and a secretary from within or without its number.

(Ord. of 5-24-77, § 4)

**Cross reference(s)**--Boards, commissions, councils and committees, § 2-400 et seq.

**State law reference(s)**--Municipal authority to establish historic district commission, M.G.L.A. c. 40C, § 4.

**Sec. 16-63. Same--Duties.**

(a) In passing upon matters before it, the historic district commission shall consider, among other things, the historic and architectural value and significance of the site, building or structure, the general design, arrangement, texture, material and color of the features involved, and the relation of such features to similar features of buildings and structures in the surrounding area. In the case of new construction or additions to existing buildings or structures, the commission shall consider the appropriateness of the size and shape of the building or structure both in relation to the land area upon which the building or structure is situated and to buildings and structures in the vicinity, and the commission may in appropriate cases impose dimensional and set-back requirements in addition to those required by applicable Code section, ordinance or by-law. The commission shall not consider interior arrangements or architectural features not subject to public view.

(b) The historic district commission shall not make any recommendation or requirement except for the purpose of preventing developments incongruous to the historic aspects or the architectural characteristics of the surroundings and of the historic district.

(Ord. of 5-24-77, § 5)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 40C, § 7.

**Sec. 16-64. Same--Limitations on authority.**

(a) Notwithstanding any contrary provision of this article, the authority of the historic district commission shall not extend to control of the following categories of buildings, structures, or exterior architectural features:

(1) Terraces, walks, driveways, sidewalks, and other similar structures, provided the structure is at grade level;

- (2) Storm doors and windows, screen doors and windows, window air conditioners, lighting fixtures, antennas, and similar appurtenances;
  - (3) The color of paint;
  - (4) Temporary signs and structures, provided, however, that the commission shall have authority to define "temporary signs" and "temporary structures;"
  - (5) The repair or reconstruction of a building, structure, or exterior architectural feature damaged or destroyed by fire, storm, or other disaster, provided that: the exterior design is found by the commission to be substantially similar to the original and the repair or reconstruction is begun within one (1) year after the damage occurred and is carried on with due diligence.
- (b) The authority of the historic district commission shall, however, extend to parking areas used by three (3) or more vehicles, provided any such area is visible from any public or private way within the district.

(Ord. of 5-24-77, § 7; Ord. of 1-22-80, § I; Ord. of 2-21-84, § I)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 40C, § 8.

#### **Sec. 16-65. Appeals from determinations of historic district commission.**

Any applicant aggrieved by a determination of the historic district commission may, within twenty (20) days after the filing of the notice of the determination contested with the city clerk, file a written request with the commission for a review by a person of competence and experience in such matters, designated by the Metropolitan Area Planning Council. The finding of the person or persons making such review shall be filed with the city clerk within forty-five (45) days after the filing of the request and shall be binding on the applicant and on the commission, unless an appeal is sought in court as provided in M.G.L.A. c. 40C, § 12A.

(Ord. of 5-24-77, § 6)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 40, § 12.

#### **Chapter 17 POLICE\***

**\*Cross reference(s)**--Offenses generally, § 14-1 et seq.; alarm systems, § 14-26 et seq.; Ch. 14; traffic and motor vehicles, Ch. 22.

**State law reference(s)**--Police generally, M.G.L.A. c. 147.

#### **ARTICLE I. IN GENERAL**

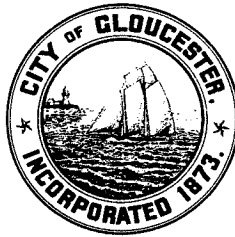
##### **Sec. 17-1. Administration of waterways.**

(a) *Police department.* [The following duties shall be the responsibility of the police department in the administration of waterways:]

- (1) Enforce all Massachusetts Commonwealth laws while patrolling the city waterways.
- (2) Operate, maintain and manage equipment and vessels assigned (Police boat/fire boat).
- (3) Investigate, prosecute criminal activity on waterways and waterfront in



City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Ms. Amanda Nash  
18 Norman Avenue  
Gloucester, MA 01930

Dear Amanda:

I am pleased to reappoint you to a three year term on the **Historical Commission**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

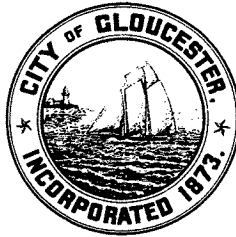
Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Mr. Jeff Crawford  
646 Washington Street  
Gloucester, MA 01930

Dear Jeff:

I am pleased to reappoint you to a three year term on the **Historical Commission**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

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On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



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OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Mr. Jeff Crawford  
646 Washington Street  
Gloucester, MA 01930

Dear Jeff:

I am pleased to reappoint you to a three year term on the **Historical Commission**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

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On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

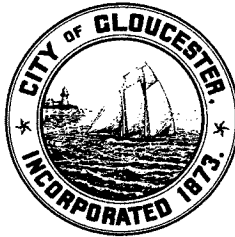
Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

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FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Mr. Robert Whitmarsh  
2 Blueberry Lane  
Gloucester, MA 01930

Dear Bob:

I am pleased to reappoint you to a three year term on the **Historical Commission**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

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On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

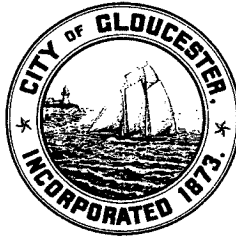
Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Mr. Thomas O'Keefe  
31 Leonard Street  
Gloucester, MA 01930

Dear Tom:

I am pleased to reappoint you to a three year term on the **Historical Commission**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

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On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council

Section 8D. A city or town which accepts this section may establish an historical commission, hereinafter called the commission, for the preservation, protection and development of the historical or archeological assets of such city or town. Such commission shall conduct researches for places of historic or archeological value, shall cooperate with the state archeologist in conducting such researches or other surveys, and shall seek to coordinate the activities of unofficial bodies organized for similar purposes, and may advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which it deems necessary for its work. For the purpose of protecting and preserving such places, it may make such recommendations as it deems necessary to the city council or the selectmen and, subject to the approval of the city council or the selectmen, to the Massachusetts historical commission, that any such place be certified as an historical or archeological landmark. It shall report to the state archeologist the existence of any archeological, paleontological or historical site or object discovered in accordance with section twenty-seven C of chapter nine, and shall apply for permits necessary pursuant to said section twenty-seven C. Any information received by a local historical commission with respect to the location of sites and specimens, as defined in section twenty-six B of chapter nine, shall not be a public record. The commission may hold hearings, may enter into contracts with individuals, organizations and institutions for services furthering the objectives of the commission's program; may enter into contracts with local or regional associations for cooperative endeavors furthering the commission's program; may accept gifts, contributions and bequests of funds from individuals, foundations and from federal, state or other governmental bodies for the purpose of furthering the commission's program; may make and sign any agreements and may do and perform any and all acts which may be necessary or desirable to carry out the purposes of this section. It shall keep accurate records of its meetings and actions and shall file an annual report which shall be printed in the case of towns in the annual town report. The commission may appoint such clerks and other employees as it may from time to time require. The commission shall consist of not less than three nor more than seven members. In cities the members shall be appointed by the mayor, subject to the provisions of the city charter, except that in cities having a city manager form of government, said appointments shall be by the city manager, subject to the provisions of the charter; and in towns they shall be appointed by the selectmen, excepting towns having a town manager form of government, in which towns appointments shall be made by the town manager, subject to the approval of the selectmen. When a commission is first established, the terms of the members shall be for one, two or three years, and so arranged that the terms of approximately one third of the members will expire each year, and their successors shall be appointed for terms of three years each. Any member of a commission so appointed may, after a public hearing if requested, be removed for cause by the appointing authority. A vacancy occurring otherwise than by expiration of a term shall in a city or town be filled for the unexpired term in the same manner as an original appointment. Said commission may acquire in the name of the city or town by gift, purchase, grant, bequest, devise, lease or otherwise the fee or lesser interest in real or personal property of significant historical value and may manage the same.

City Hall  
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CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Mr. Dean Sidell  
16 Starknought Heights  
Gloucester, MA 01930

Dear Dean:

I am pleased to reappoint you to a three year term on the **Magnolia Woods Oversight and Advisory Committee**. Your reappointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
sthcken@gloucester-ma.gov

February 4, 2015

Ms. Christine Rasmussen  
82 Woodward Avenue  
Gloucester, MA 01930

Dear Christine:

I am pleased to reappoint you to a three year term on the **Magnolia Woods Oversight and Advisory Committee**. Your reappointment will be sent to the City Council for their meeting of February 4, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council



MAGNOLIA WOODS  
OVERSIGHT & ADVISORY COMMITTEE



Gloucester City Council  
CERTIFICATE OF VOTE  
Certificate Number: 2011-194

The Gloucester City Council, at a meeting held on **Tuesday, August 23, 2011** at 7:00 p.m. in the Kyrouz Auditorium, City Hall, voted to approve the following :

**IN CITY COUNCIL:**

**MOTION:** On motion by Councilor Theken, seconded by Councilor Whynott, the City Council voted BY ROLL CALL 9 in favor, 0 opposed to AMEND the Gloucester Code of Ordinances by ADDING the following:

Chapter 2 Administration, Art. V Boards, Commissions, Councils and Committees,  
Division 15, Magnolia Woods Oversight and Advisory Committee

**Section 2-555 - Purpose.**

In recognition of the continuing need for oversight in the city's ownership, operation and maintenance of Magnolia Woods so its full recreational utilization can be sustainably realized and its integrity as an environmental remediation project and as a natural resource for the entire community can be fully protected, the Magnolia Woods Oversight and Advisory Committee is hereby created and established.

The committee shall undertake but not be limited to the following activities:

- (1) Recommend an overall and coordinated program for the use of the recreational facilities at the Magnolia Woods that balances the competing needs for the various recreational and sports programs seeking to use those facilities.
- (2) Review and make recommendations upon plans for proposed maintenance of or capital improvements to any of the facilities or property contained within the Magnolia Woods and provide advisory oversight to the execution of any such plans.
- (3) Recommend programs and activities which can generate revenue streams which can be dedicated to the maintenance or improvement of any of the facilities or property contained within the Magnolia Woods.

**Section 2-556 - Tenure; composition; requirements.**

The Magnolia Woods Oversight and Advisory Committee shall consist of nine (9) members, one of whom will be the Gloucester School System Athletic Director (or his/her designee), two of whom shall be the Director of Public Works (or his/her designee) and the ward councilor representing Ward 5, who shall serve so long as they hold the aforementioned positions. The six remaining members shall initially be appointed by the mayor of the city and approved by the city council under §2-10 of the city charter for the terms listed below and shall be residents of Gloucester:

- 1) Two (2) members for one (1) year;
- 2) Two (2) members for two (2) years; and
- 3) Two (2) members for three (3) years.

The successors to these initial appointees shall serve for a term of three years. The six appointed members shall represent the following interests:

- 1) The Cape Ann Youth Soccer Association;
- 2) The Cape Ann Youth Lacrosse Association;
- 3) The Cape Ann Model Airplane Flying Association;
- 4) The neighborhood abutting the Magnolia Woods; and
- 5) The Magnolia community at large provided, however, that this member shall be a resident in Ward 5 of the City; and provided, further, that the member initially appointed to represent this interest shall have been a member of the Magnolia Woods Ad Hoc Committee, as indicated in the records of the City Clerk;
- 6) A representative from the community at large, provided that this member, however, will be a registered voter of the City.

**Section 2-557 – Vacancies.**

In case of resignation, death or disqualification of any member of the committee, or for the purpose of filling a vacancy for any other reason, the appointment of a new member to fill the unexpired term of such previous member immediately shall be made by the mayor and forwarded to the city council for its approval.

**Section 2-558 – Assistance of city officials, boards and employees.**

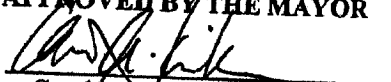
The committee shall receive regular support and assistance from the Department of Public Works.



Linda T. Lowe, City Clerk

Date: **AUG 25 2011**

**APPROVED BY THE MAYOR**

  
Carolyn A. Kirk, Mayor

**VETOED BY THE MAYOR**

\_\_\_\_\_  
Carolyn A. Kirk, Mayor

SIGNED THIS 25 DAY OF Aug, 2011

All Ordinances shall become effective 31 days after passage except:  
Emergency Orders and Zoning Amendments shall become effective the next day

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheden@gloucester-ma.gov

February 4, 2015

Noel Mann  
12 Dorset Drive  
Gloucester, MA 01930

Dear Noel:

I am pleased to reappoint you to a three year term on the **Open Space and Recreation Committee**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

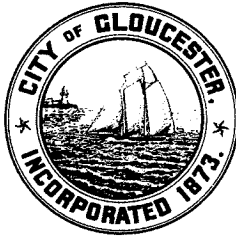
Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Ms. Patricia Amaral  
14 Myrtle Square  
Gloucester, MA 01930

Dear Patty:

I am pleased to reappoint you to a three year term on the **Open Space and Recreation Committee**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Ms. Heidi Wakeman  
7 Wise Place  
Gloucester, MA 01930

Dear Heidi:

I am pleased to reappoint you to a three year term on the **Open Space and Recreation Committee**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council

# OPEN SPACE AND RECREATION COMMITTEE



## Gloucester City Council CERTIFICATE OF VOTE Certificate Number: 2009-183

The Gloucester City Council, at a Special City Council meeting held on, **TUESDAY, AUGUST 25, 2009** at 7:00 p.m. in Fred J. Kyrouz Auditorium, City Hall, voted to approve the following action:

### IN CITY COUNCIL:

**MOTION:** On motion of Councilor Foote, seconded by Councilor Devlin, the City Council voted 8 IN FAVOR 0 OPPOSED to AMEND Chapter 2 "Administration" by ADDING "Open Space and Recreation Advisory Committee" Sections 2-517 through 2-520 as follows:

Be it enacted by the City Council assembled and by the authority of same as follows:  
Section 2- 517 - Establishment; composition; appointment and terms of members

There is hereby established an Open Space and Recreation Committee which is created to formulate and implement an Open Space and Recreation Plan (OSRP) for the City of Gloucester. The Open Space and Recreation Committee will assist the city in its future actions with regard to open space parcels within the city. The committee shall consist of seven (7) members who shall be appointed by the Mayor from the residents of the city and confirmed by the City Council. The members shall serve for three-year staggered terms beginning on the date of appointment and ending on February 14 as required by City Charter.

### Section 2 - 518 Purpose

The Committee shall create and implement an OSRP which shall:

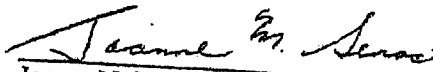
- a. Ensure the existence, smart use and access to open space in perpetuity.
- b. Ensure that contiguous areas and functions and values that depend on them are maintained
- c. Propose a process for agreements with abutters with shared use/conservation interests for enhancing open space.
- d. Recommend planned city growth and business development in a way that fully contemplates and strives to maintain the functions, values, uses and vision for open space in Gloucester.
- e. Establish a criteria and process for ceding open space to development or dedicated use
- f. Promote awareness and use of open spaces through a descriptive inventory of open spaces.

Section 2 - 519 Process

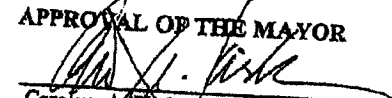
The former open space plans shall be used to create the plan which shall be submitted to the Commonwealth.

Section 2-520 Authorities and Responsibilities

- a. The Open Space and Recreation Committee shall act as an advisory committee to the Mayor, City Council, municipal boards, and the general public on matters concerning open space and recreation and shall have no budgetary powers.
- b. A majority of appointed members serving on the committee shall constitute a quorum and no meeting shall be continued without a quorum being present, unless a subcommittee has been established.
- c. The committee shall submit a summary of its activity and its progress on semiannually basis in the months of September and April.
- d. The Open Space and Recreation Committee may promote ad-hoc committees to develop stewardship for public open spaces. Such activities shall be coordinated with the Parks Department and Conservation Commission.

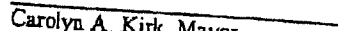
  
Joanne M. Senos, Interim City Clerk

APPROVAL OF THE MAYOR

  
Carolyn A. Kirk, Mayor

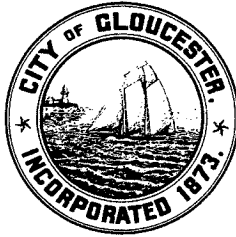
SIGNED THIS 13 DAY OF Aug 2009

VETOED BY THE MAYOR

  
Carolyn A. Kirk, Mayor

*All Ordinances shall become effective 31 days after passage except:  
Emergency Orders shall become Effective Next Day  
Zoning Changes shall be Effective Next Day.*

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Mr. Henry McCarl  
28 Old Nugent Farm Road  
Gloucester, MA 01930

Dear Hank:

I am pleased to reappoint you to a five year term on the City of Gloucester's **Planning Board**. Your appointment will be sent to the City Council for their meeting of February 10, 2015 and will be referred out to the Ordinance and Administration subcommittee. You will be contacted by the Clerk of Committees as to the date on which your appointment will be reviewed.

In order for you to attend and continue to vote at meetings until your appointment confirmation is finalized, I have issued you a 90-day temporary appointment effective February 14, 2015, the date on which your current appointment expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council  
Michele Harrison, Chair-Licensing Board



meeting, the applicant may not grant application without prior city council approval. The applicant must immediately seek city council approval at the next regularly scheduled city council meeting following the application deadline and filing of the application.

(Ord. of 10-5-93, § 1)

Secs. 16-2--16-14. Reserved.

## **ARTICLE II. PLANNING BOARD\***

\*Charter reference(s)--Planning board; section 5-2.

Cross reference(s)--Boards, commissions, councils and committees generally, § 2-400 et seq.

State law reference(s)--Planning boards, M.G.L.A. c. 41, §§ 70--72, 81A--81GG.

### **Sec. 16-15. Composition; appointment; and terms of members.**

There shall be a planning board to consist of seven (7) members, appointed by the mayor and confirmed by the city council to staggered terms of five (5) years. Members of the planning board shall be residents of the city.

(Code 1970, § 15-13)

### **Sec. 16-16. Vacancies.**

Vacancies occurring in the board shall be filled by appointment by the mayor. Appointees to fill vacancies shall hold office for the unexpired term.

(Code 1970, § 15-14)

### **Sec. 16-17. Officers.**

The planning board shall annually elect a chairman and vice-chairman from its members and give notice to the city clerk of such election.

(Code 1970, § 15-15)

Cross reference(s)--Officers and employees generally, § 2-40 et seq.

### **Sec. 16-18. Powers and duties.**

The planning board shall exercise such duties and have such powers as are given to planning boards by law.

(Code 1970, § 15-16)

### **Sec. 16-19. Study of conditions and recommendations to city council.**

It shall be the duty of the board to make a careful study of the city as provided by M.G.L.A. c. 41, relating to planning boards, and to report its findings to the city council with such recommendations and suggestions as in its judgment it believes best adapted to the present conditions and the future needs of the city; provided, however, that no expenditures shall be made or contracts awarded until first there shall have been obtained an appropriation fully sufficient to cover the same from the city council.

(Code 1970, § 15-17)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 41, § 70.

**Sec. 16-20. Annual report.**

The planning board shall annually make a written report of its activities to the mayor.  
(Code 1970, § 15-18)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 41, § 71.

Secs. 16-21--16-29. Reserved.

**ARTICLE III. CONSERVATION COMMISSION\***

**\*Cross reference(s)**--Boards, commissions, councils and committees, § 2-400 et seq.; conservation commission to promulgate rules and regulations relating to marshlands, § 12-19.

**Sec. 16-30. Created.**

There is hereby created a conservation commission under the authority of M.G.L.A. c. 40, § 8C.  
(Code 1970, § 2-328)

**Sec. 16-31. Composition; appointment; terms of members.**

The conservation commission shall consist of seven (7) members, all of whom shall be residents of the city and all of whom shall be appointed by the mayor, subject to approval of the city council, to staggered terms of three (3) years.

(Code 1970, § 2-329)

**State law reference(s)**--Similar provisions, M.G.L.A. c. 40, § 8C.

**Sec. 16-32. Powers and duties.**

The conservation commission shall have all the duties and powers given to conservation commissions by M.G.L.A. c. 40, § 8C.

(Code 1970, § 2-330)

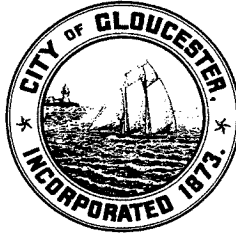
**Sec. 16-33. Condemnation of land or water upon commission's request.**

(a) For the purposes of this article, the city may, upon the written request of the conservation commission, take, by eminent domain under M.G.L.A. c. 79, the fee or any lesser interest in any land or waters located in the city, provided the taking has first been approved by two-thirds vote of the city council, which land and water shall thereupon be under the jurisdiction and control of the conservation commission.

(b) No action taken under this section shall affect the powers and duties of the state reclamation board or any mosquito control or other project operating under or authorized by M.G.L.A. c. 252, or restrict any established public access.

(c) Lands used for farming or agriculture, as defined in M.G.L.A. c. 128, § 1A shall not be taken by eminent domain under the authority of this section.

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Pauline Bresnahan  
512 Essex Avenue  
Gloucester, MA 01930

Dear Pauline:

I am pleased to reappoint you to a three year term on the City of Gloucester's **Tourism Commission**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office at your earliest convenience to pick up your appointment card and be sworn in.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

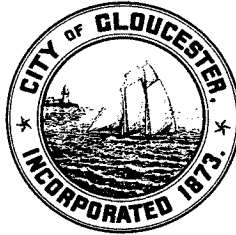
Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council  
Tom Daniel, Community Development Director

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Ms. Laura Dow  
22 Thatcher Road  
Gloucester, MA 01930

Dear Laura:

I am pleased to reappoint you to a three year term on the City of Gloucester's **Tourism Commission**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office at your earliest convenience to pick up your appointment card and be sworn in.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

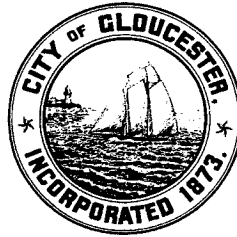
Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council  
Tom Daniel, Community Development Director

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
sthcken@gloucester-ma.gov

February 4, 2015

Mr. Paul Frontiero  
63 Rogers Street  
Gloucester, MA 01930

Dear Paul:

I am pleased to reappoint you to a three year term on the City of Gloucester's **Tourism Commission**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office at your earliest convenience to pick up your appointment card and be sworn in.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council  
Tom Daniel, Community Development Director

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Mr. John Orlando  
112 Essex Avenue  
Gloucester, MA 01930

Dear John:

I am pleased to reappoint you to a three year term on the City of Gloucester's **Tourism Commission**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office at your earliest convenience to pick up your appointment card and be sworn in.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

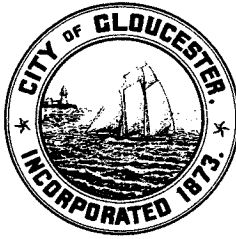
Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council  
Tom Daniel, Community Development Director

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
sthcken@gloucester-ma.gov

February 4, 2015

Mr. Peter Webber  
33 Commercial Street  
Gloucester, MA 01930

Dear Peter:

I am pleased to reappoint you to a three year term on the City of Gloucester's **Tourism Commission**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office at your earliest convenience to pick up your appointment card and be sworn in.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to working with you in the coming years to help make Gloucester a better place for all of us to live.

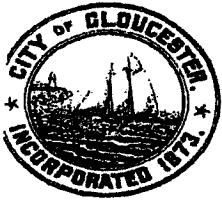
If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council  
Tom Daniel, Community Development Director



**Gloucester City Council**  
**CERTIFICATE OF VOTE**  
**Certificate Number: 2012-165**

The Gloucester City Council, at a meeting held on **Tuesday, August 14, 2012** at 7:00 p.m. in the Kyrouz Auditorium, City Hall, voted to approve the following:

**IN CITY COUNCIL:**

**MOTION:** On motion by Councilor Theken, seconded by Councilor LeBlanc, the City Council voted BY ROLL CALL 9 in favor, 0 opposed, to Amend the GCO Chapter 2, "Administration", Art. V "Boards, Commissions, Councils, and Committees," Div. 6A "Tourism Commission," sec. 2-471 through 2-476 as follows:

**"Sec. 2-471 Purpose:**

(a) In recognition of the continuing need for tourism in the city as a means to encourage economic revitalization and the promotion of history, culture and recreation, a tourism commission **DELETE** "is hereby recreated and reestablished" and **ADD** "has been established and shall be funded by the City;"

(b) It shall be the purpose of the tourism commission to encourage and promote tourism throughout the year and throughout the city. The Commission may undertake but not be limited to the following activities:

- (1) Recommend **ADD** "and implement" overall coordinated tourism and **DELETE** "program" and **ADD** "plan" that is related to the city's community and economic development activities, historical resources, recreational opportunities, **ADD** "visitor welcoming" and natural and scenic attractions;
- (2) Recommend the organization, creation and maintenance of tourist attractions **ADD** "and welcoming services;"
- (3) Recommend and implement **DELETE** "an advertising" **ADD** "a marketing program for the city;"
- (4) Coordinate public and private **DELETE** "efforts" **ADD** "a marketing program for the city;"

**ADD**

- (5) "With the assistance of the community development department staff implement and manage a grant program to help accomplish the purposes referenced in this section."

**Sec. 2-472 Tenure; composition**

**DELETE** entire section and **ADD** new as follows:

"The tourism commission shall consist of not less than seven members and may be up to eleven members if deemed necessary by the tourism commission. All members shall be appointed by the mayor and confirmed by the city council for the following terms:

- (1) at least two members for one year;
- (2) at least three members for two years;
- (3) at least two members for three years; and,

consideration shall be given so that members are chosen from persons with a vested interest in tourism who are distributed among the several tourism sectors of restaurants, accommodations, tourist attractions, retailers, arts and culture; and there shall be at least one at large member. One member shall be a City Councilor who shall be ex-officio."

**Sec. 2-473 Requirements**

- (a) Residency requirements. All members shall be residents of the city,

**A TRUE COPY ATTEST**  
*[Signature]*  
City Clerk



ADD "however, up to two members, who need not be residents, but who otherwise meet the requirements of this section and section 2-472, may be appointed as ex-officio members for a term of up to two years."

DELETE "(b) Membership requirement. One member of the commission shall be a member of the Cape Ann Chamber of Commerce."

Sec.2-474 Vacancies

"In case of resignation, death or disqualification of any member of the commission, for the purposes of filling the vacancy for any other reason, the appointment ~~DELTE~~ "of" ADD "for" the unexpired term ~~DELETE~~ "immediately" shall ADD "promptly" be made by the Mayor and forwarded to the city council for their approval."

Sec.2-475 Assistance of city officials, boards and employees

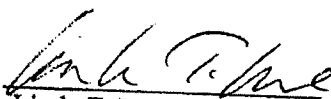
DELETE entire section and ADD as follows:

"The commission shall receive regular support and assistance from the community development department including but not limited to planning, implementation, communications and assistance on securing and managing tourism grants. Further, when the commission determines that it requires assistance, the commission may request, through the Mayor, and upon request shall receive the services of assistance from other city officials and boards on matters based on the performance of their duties."

Sec.2-476 ~~DELETE~~ "Semiannual reports" and ADD "Periodic Reports and Plans"

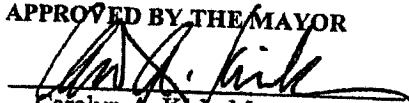
DELETE entire section and ADD new:

"Beginning in 201\_ the commission with the assistance of the community development department, shall prepare and submit a five year plan for tourism to the Mayor and the City Council; and in addition , based on the execution of the plan, the commission shall submit quarterly reports, with the assistance of the community development department as provided in sec. 2-475 , to the Mayor and to be forwarded by the Mayor to the City Council."

  
Linda T. Lowe, City Clerk

Date: 8/16/12

APPROVED BY THE MAYOR

  
Carolyn A. Kirk, Mayor

VETOED BY THE MAYOR

\_\_\_\_\_  
Carolyn A. Kirk, Mayor

SIGNED THIS 16 DAY OF Aug, 2012

All Ordinances shall become effective 31 days after passage except:  
Emergency Orders and Zoning Amendments shall become effective the next day.

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Mr. Robert Francis  
21 Old Ford Road  
Gloucester, MA 01930

Dear Bob:

I am pleased to reappoint you to a three year term on the **Traffic Commission**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council  
Robert Ryan, Chair-Traffic Commission

required to be accomplished in the interest of public betterment.

(c) Whenever signs are in place giving notice that any street or highway has been closed pursuant to this section, it shall be unlawful for any person to drive any vehicle on any such closed street or highway.

(Code 1970, § 21-4; Ord. No. 4-96, § 1, 2-28-96)

**Cross reference(s)**--Streets, sidewalks and other public places, Ch. 21.

#### **Sec. 22-23. Experimental regulations.**

For purposes of trial, the city vehicle may make temporary rules regulating traffic. No such experimental rule regulating traffic shall remain in effect for a period of time longer than thirty (30) days.

(Code 1970, § 21-5)

Secs. 22-24--22-29. Reserved.

### **DIVISION 2 TRAFFIC COMMISSION\***

**\*Cross reference(s)**--Boards, commissions, councils and committees, § 2-400 et seq.

#### **Sec. 22-30. Created; purpose.**

As a continuation of planning board work and for the purpose of promoting the health, safety, convenience and general welfare of the inhabitants of the city, to lessen congestion and confusion in the streets, to lessen the danger from fire and assist the fighting of it and to facilitate the creation of more adequate provision for transportation and parking, there is hereby created a traffic commission. The commission shall have as its primary purpose the making of studies and presenting of recommendations to the mayor in the matter of regulating traffic and parking in the city.

(Code 1970, § 21-22)

#### **Sec. 22-31. To act in official capacity under control of mayor.**

The traffic commission shall act in an official capacity for the city and shall be under the over-all control and authority of the mayor.

(Code 1970, § 21-25)

#### **Sec. 22-32. Composition; appointment; terms of members.**

The traffic commission shall consist of five (5) members appointed by the mayor and confirmed by the city council. Appointments to the commission shall be for terms of three (3) years. In case of the resignation, death or disqualification of any member of the commission, or for the purpose of filling a vacancy for any other reason, an appointment for the unexpired term shall immediately be made by the mayor.

(Code 1970, § 21-23)

#### **Sec. 22-33. Organization meeting; officers.**

As soon as possible after the membership of the traffic commission is determined in each year, the commission shall meet and elect from its own membership a chairman and secretary-treasurer to

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

February 10, 2015

Ms. Karen Tibbetts  
14 Wonson Street  
Gloucester, MA 01930

Dear Karen:

I am pleased to appoint you to a three year term as a Recreational Boating member of the **Waterways Board**. Your appointment will be forwarded to the City Council for their February 10, 2015 meeting. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require any additional information, please feel free to contact my office.

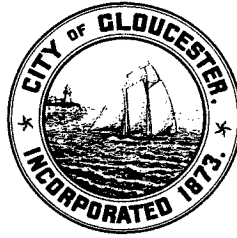
Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council  
Ralph Pino, Chair-Waterways Board

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
ckirk@gloucester-ma.gov

February 10, 2015

Mr. Ralph Pino  
56 Ye Olde County Road  
Gloucester, MA 01930

Dear Ralph:

I am pleased to appoint you to a three year term as a Economic Development member of the **Waterways Board**. Your appointment will be forwarded to the City Council for their February 10, 2015 meeting. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to attend and vote at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require any additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council

# WATERWAYS BOARD



## Gloucester City Council CERTIFICATE OF VOTE Certificate Number: 2011-222

The Gloucester City Council, at a meeting held on **Tuesday, September 27, 2011** at 7:00 p.m. in the Kyrouz Auditorium, City Hall, voted to approve the following:

### IN CITY COUNCIL:

**MOTION:** On motion by Councilor Theken, seconded by Councilor Ciolino, the City Council voted BY ROLL CALL 5 in favor, 4 (Tobey, Verga, McGeary, Mulcahey) opposed to AMEND c. 10 of the Code of Ordinances entitled Waterways Administration, §10-2(a) "Composition" by DELETING §10-2(a) in its entirety and by ADDING:

"The Gloucester Waterways Board shall consist of nine (9) citizens of Gloucester appointed by the Mayor and confirmed by the City Council. The appointees shall include three (3) persons who are directly involved with the fishing industry, two (2) persons who are recreational boaters, two (2) persons who are directly involved with economic development of the City, and two (2) persons at large who need not be involved with any marine-related activity."

**MOTION:** On motion by Councilor Theken, seconded by Councilor Ciolino, the City Council voted BY ROLL CALL 9 in favor, 0 opposed to AMEND c. 10 of the Code of Ordinances entitled Waterways Administration, Art. 1, §10-4(b) formerly §10-4(c) "Public Facilities Committee" by DELETING the second sentence and by ADDING:

"This Committee shall consist of three (3) members of the board; an advocate of public landings appointed by the Mayor; the Director of Public Works or his designee; and a member of the Tourism Commission as needed."

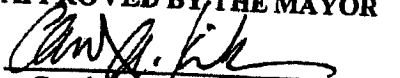
**MOTION:** On motion by Councilor Theken, seconded by Councilor Ciolino, the City Council voted BY ROLL CALL 9 in favor, 0 opposed to AMEND c. 10 of the Code of Ordinances entitled Waterways Administration, Art. 1, §10-4(c) formerly §10-4(d) "Operations and Finance/Safety Committee" by DELETING the third sentence and ADDING:

"This Committee shall consist of three (3) members of the Board; a member of the Fisheries Commission; and a member of the City Council."

  
Linda T. Lowe, City Clerk

Date: **SEP 29 2011**

APPROVED BY THE MAYOR

  
Carolyn A. Kirk, Mayor

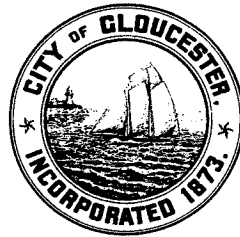
VETOED BY THE MAYOR

  
Carolyn A. Kirk, Mayor

SIGNED THIS 29 DAY OF Sept, 2011

All Ordinances shall become effective 31 days after passage except:  
Emergency Orders and Zoning Amendments shall become effective the next day

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

February 4, 2015

Mr. James Movalli  
27 Woodward Avenue  
Gloucester, MA 01930

Dear Jim;

I am pleased to reappoint you to a three year term on the **Zoning Board of Appeals**. Your appointment will be sent to the City Council for their meeting of February 10, 2015. Confirmation of your appointment will be referred out to the next Ordinance and Administration subcommittee meeting, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

In order for you to continue voting at meetings until your appointment confirmation is finalized, I have issued you a 90 day temporary appointment, effective February 14, 2015, the date on which your current term expires. Please report to the City Clerk's office to pick up your appointment card and be sworn in at your earliest convenience.

On behalf of the City of Gloucester, I greatly appreciate your dedication to public service and look forward to continuing to work with you in the coming years to help make Gloucester a better place for all of us to live.

If you have any questions or if you require additional information, please feel free to contact my office.

Thank you again.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council

# ZONING BOARD OF APPEALS

General Laws: CHAPTER 40A, Section 12

Page 1 of 1

**PART I ADMINISTRATION OF THE GOVERNMENT**  
(Chapters 1 through 182)

 Print

**TITLE VII CITIES, TOWNS AND DISTRICTS**

**CHAPTER 40A ZONING**

**Section 12** Boards of appeal, membership; rules

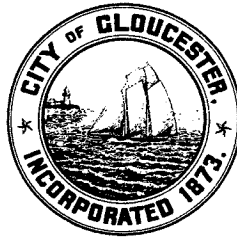
Section 12. Zoning ordinances or by-laws shall provide for a zoning board of appeals, according to the provisions of this section, unless otherwise provided by charter. The mayor subject to confirmation of the city council, or board of selectmen shall appoint members of the board of appeals within three months of the adoption of the ordinance or by-law. Pending appointment of the members of the board of appeals, the city council or board of selectmen shall act as the board of appeals. Any board of appeals established hereunder shall consist of three or five members who, unless otherwise provided by charter, shall be appointed by the mayor, subject to the confirmation by the city council, or by the selectmen, for terms of such length and so arranged that the term of one member shall expire each year. Each zoning board of appeals shall elect annually a chairman from its own number and a clerk, and may, subject to appropriation, employ experts and clerical and other assistants. Any member may be removed for cause by the appointing authority upon written charges and after a public hearing. Vacancies shall be filled for unexpired terms in the same manner as in the case of original appointments. Zoning ordinances or by-laws may provide for the appointments in like manner of associate members of the board of appeals; and if provision for associate members has been made the chairman of the board may designate any such associate member to sit on the board in case of absence, inability to act or conflict of interest on the part of any member thereof, or in the event of a vacancy on the board until said vacancy is filled in the manner provided in this section.

The board of appeals shall adopt rules, not inconsistent with the provisions of the zoning ordinance or by-law for the conduct of its business and for purposes of this chapter and shall file a copy of said rules with the city or town clerk. In the event that a board of appeals has appointed a zoning administrator in accordance with section thirteen said rules shall set forth the fact of such appointment, the identity of the persons from time to time appointed to such position, the powers and duties delegated to such individual and any limitations thereon.



# **ENCLOSURE 10**

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

February 4, 2015

Catherine A. Schlichte, Esq.  
14 Pleasant Street  
Gloucester, MA 01930

Dear Catherine:

Thank you for your interest in serving on the **Community Preservation Committee**. I have issued you a 90-day temporary appointment to serve on this committee, effective February 14, 2015, which will enable you to attend and vote at meetings. Please report to the City Clerk's office at your earliest convenience to be sworn in.

Your appointment will be forwarded to the City Council for their February 10, 2015 meeting. At that time, your appointment will be referred out to the Ordinance and Administration subcommittee, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

Should you have any questions or if you require any additional information, please do not hesitate to contact my office.

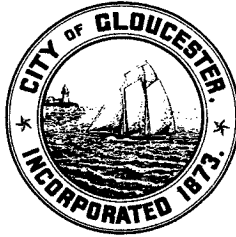
Again, thank you for agreeing to serve on the Community Preservation Committee. I truly appreciate the hard work and dedication you and your colleagues on this important committee will offer on behalf of the City of Gloucester.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council  
Tom Daniel, Community Development Director

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

February 4, 2015

Ms. Barbara Silberman  
7 Bass Rocks Road  
Gloucester, MA 01930

Dear Barbara:

Thank you for your interest in serving on the **Community Preservation Committee**. I have issued you a 90-day temporary appointment to serve on this committee, effective February 14, 2015, which will enable you to attend and vote at meetings. Please report to the City Clerk's office at your earliest convenience to be sworn in.

Your appointment will be forwarded to the City Council for their February 10, 2015 meeting. At that time, your appointment will be referred out to the Ordinance and Administration subcommittee, and you will be notified by the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

Should you have any questions or if you require any additional information, please do not hesitate to contact my office.

Again, thank you for agreeing to serve on the Community Preservation Committee. I truly appreciate the hard work and dedication you and your colleagues on this important committee will offer on behalf of the City of Gloucester.

Sincerely,

Sefatia Romeo Theken  
Mayor

cc: Mayor's Report to the City Council  
Tom Daniel, Community Development Director

**SCHLICHTE & JOHNSTONE, P.C.**  
**ATTORNEYS AT LAW**  
14 Pleasant Street  
Gloucester, MA 01930

*Miles J. Schlichte 1929 - 2009*

CATHERINE A. SCHLICHTE  
PATRICIA S. JOHNSTONE

PHONE 978-283-1413  
FAX 978-283-4996  
[www.schlichtelawoffice.com](http://www.schlichtelawoffice.com)

December 10, 2014

Mayor Carolyn Kirk  
City of Gloucester  
9 Dale Avenue  
Gloucester, MA 01930


Dear Mayor Kirk;

I'm writing to request appointment to the Community Preservation Committee. It is my understanding that there will be two vacancies in February 2015 and I'd like you to consider me for appointment to one of the two at large seats.

I am seeking appointment on the Community Preservation Committee because I believe in its mission. Preserving open space and historic places and fostering community housing needs are vitally important endeavors that aid in our growth and prosperity. As a real estate attorney I have a good understanding of land use and financing issues that come before the committee. I am also familiar with the mechanics of city committees having served two terms on the Gloucester School Committee and two terms on the Zoning Board of Appeals.

It would be my pleasure to serve the City in this capacity and I hope you will favorably consider me for the post.

Very truly yours,



Catherine A. Schlichte

**Christine Pantano**

---

**From:** Barbara Silberman <barbsilberman@gmail.com>  
**Sent:** Wednesday, December 24, 2014 11:10 AM  
**To:** Carolyn Kirk; Christine Pantano; jjbell@hotmail.com; Sandra Ronan  
**Subject:** Community Preservation Committee  
**Attachments:** BWS short resume 2014.docx

Dear Mayor Kirk,

I am interested in serving as an At-Large member of the Community Preservation Committee, beginning February 15, 2015.

I bring to the committee 30+ years of historic preservation experience. During that time, I spent 10 years as a program officer for a large foundation, founding and developing its program in history and historic preservation, which provided technical assistance as well as grant funds. As a program officer, I worked with potential applicants to help them develop their grant projects, evaluated their applications (for technical, programmatic and financial implications), worked with grantees to ensure that grants were properly implemented and that grant funds were spent appropriately. Many projects included easements so I am knowledgeable about building easements and have some background with land easements. My local volunteer experience includes serving as President of the Sargent House Museum and as a Commissioner for the Essex National Heritage Area.

Prior to my experience as a program officer, I have applied for and received dozens of grants from government, corporate and private sources so I am very familiar with that part of the process too.

I hope you will consider me for this appointment. I have attached a short resume for your review.

Thank you for considering this request.

Barbara Silberman  
7 Bass Rocks Rd.  
Gloucester MA 01930

# **Barbara Silberman**

## **CAREER HISTORY**

2011-Present	Adjunct Professor, Museum Studies, Tufts University
2006-Present	Principal, Barbara Silberman Consulting
2004-2007	Senior Program Advisor, Heritage Philadelphia Program The Pew Charitable Trusts, Philadelphia, PA
1998-2006	Executive Director, Heritage Philadelphia Program
1998	Director, Historic Places Program Funded by the Pew Charitable Trusts, William Penn Foundation, Philadelphia PA
1991-1998	Executive Director Germantown Historical Society, Philadelphia, PA

## **SELECTED CONSULTANCIES**

- Elfreth's Alley Association. Facilitate community forum, develop interpretive subjects and themes, coordinate scholars and facilitate scholar workshop.
- Historic Rittenhousetown, first paper mill in America. Facilitate interpretive planning process involving community leaders.
- Le Petite Salon, oldest women's literary club in southern US. Fundraising research to determine feasibility of building preservation campaign.
- Newport Historical Society. Determine sustainable uses for seven historic properties.
- Preserve Rhode Island, Governor Henry Lippitt House and Historic Sites Coalition of Rhode Island. Facilitate board retreats for both groups to determine vision and mission, develop fundraising plans for both, and prepare grant proposals. Advise ED on strategies for working with audiences and other stakeholders.
- Stratford Hall. Plan conference on new interpretive strategies and direct project involving new interpretive technologies. Obtain grant funding for program to develop new interpretive strategies using technology at five sites, including Stratford Hall.
- Worcester Historical Museum. Plan conference on historic house museums in progress and in peril.

## **SELECTED PROFESSIONAL ACTIVITIES**

2008-2013	Board President, Sargent House Museum.
2006-2008	Chair, Historic House Committee, American Association of State and Local History.
2005-2009	Trustee, Council of Trustees, American Association of State and Local History
2004	Member, Steering Committee, National Collaborative on Women's History Sites.
2002	Reviewer, Keystone Preservation Grants, PA Historical and Museum Commission.
2001	Member, Planning Committee: Conference on Historic Houses in the 21 <sup>st</sup> c. at Kykuit.
2000	Grant reviewer, Conservation Center for Art and Historic Artifacts. Chair, Awards Committee, PA Federation Museums and Historical Organizations.

## SELECTED PRESENTATIONS

- "Sustaining Massachusetts History" *Annual History Conference* (Mass Humanities). Capstone Speaker.
- "Deaccessioning Strategies and Ethics" *Deaccessioning Conference* (Rosenbach Museum).
- "Dinner in the Dining Room" *Workshop for Graduate Public Humanities program, Brown University*
- "Sustaining Non-Profits Now" *Annual Conference* (Connecticut League of Historical Organizations). Keynote Speaker.
- "The Philadelphia Experience: Collaborations and Mergers" *CEO Forum* (American Association of State and Local History).
- "Standards and Practices for Historic Organizations and Properties" *Annual Stewardship Conference* (National Society of Colonial Dames).

## AWARDS

- American Association of Museums: Highest recognition for strategic plan for Pennsbury Manor, William Penn's summer home, 2002.
- *Award of Merit*, Pennsylvania Federation of Museums and Historical Organizations, summer camp program, 1996.

## SELECTED PUBLICATIONS

- "Characteristics of Sustainable Historic Houses," *History News*, Fall 2008 (American Association of State and Local History, Nashville).
- "Stumbling Toward Excellence," *History News*, Spring 2005 (American Association of State and Local History, Nashville).
- "Get Historic Houses in Order," *The Philadelphia Inquirer*, (Philadelphia, Feb. 8, 2005).
- "Living Germantown," *Studies in Education*, (Germantown Friends School, 1999, Philadelphia).
- "Maywood: Development of a Suburb, Birth of a Neighborhood," *Arlington Historical Magazine*, 1986 (Arlington).

## EDUCATION

2013	Certificate, Preservation Environments, Northern States Conservation
2011	Graduate coursework, History, Harvard University Extension School
1998-1994	Graduate coursework, The Wharton School, University of Pennsylvania
1980	Master of Hospital Administration, The George Washington University
1973	BA, American History, University of Massachusetts, Amherst



## **Christine Pantano**

---

**From:** Claudia Schweitzer and Sandra Dahl Ronan <famtherapy@gmail.com>  
**Sent:** Tuesday, December 09, 2014 4:06 PM  
**To:** Carolyn Kirk  
**Cc:** Christine Pantano; J.J. Bell  
**Subject:** recommendation for new Community Preservation Committee member

**Dear Mayor Kirk,**

**As J.J. Bell and I come to the end of our terms on the Community Preservation Committee, we have been thinking about who would be a good fit for the committee to replace us. We have been talking with a number of qualified people and are recommending Catherine Schlichte as a very solid candidate to be an At Large representative. She loves this city, has served both on the Zoning Board and the School Committee and after a respite is wanting to return to serving the community. She would be a mature, thoughtful, and neutral member of the CPC. She would understand public/private partnerships, and bring the benefits of her legal background to protecting the public's interests.**

**In short we hope that you will consider her for this appointment.**

**Best regards,**

**Sandy Ronan, Co-chair of CPC**

## **Christine Pantano**

---

**From:** Sandra Ronan <sandraronan1@gmail.com>  
**Sent:** Thursday, December 18, 2014 12:43 PM  
**To:** Carolyn Kirk  
**Cc:** Christine Pantano; j.j.bell@hotmail.com; Barbara Silberman  
**Subject:** CPC recommendation

**Dear Mayor Kirk:**

J.J. Bell and I are making another recommendation for an At Large position on the CPC, beginning February 15, 2015. This is one of two that we are making to fill the two At Large positions that J.J. and I have filled. Our terms are coming to an end this February 15, 2015.

We recommend Barbara Silberman, whom we feel would be an excellent fit on the Community Preservation Committee. She brings strong experience from the historic preservation field, an understanding of preservation easements, and experience working with foundations that gave money to appropriate applicants in the Philadelphia area before moving to Gloucester. Since she has been in Gloucester, she has ably directed the preservation of The Sargent-Murray House. This includes opening this fine museum in a more visible way to the public.

We hope you will consider her for this appointment to the CPC.

Best regards,

Sandy Ronan, Co-chair of CPC

# COMMUNITY PRESERVATION COMMITTEE

## Chapter XXXX City of Gloucester Community Preservation Act

Section X	Establishment
Section XX	Membership and Terms
Section XXX	Terms of Office
Section XXXX	Authority, Duties and Responsibility
Section XXXXX	Quorum and Voting
Section XXXXXX	Severability

### Section X Establishment

There shall be a Community Preservation Committee ("Committee"), in accordance with Chapter 267 of the Acts of 2000, Massachusetts Community Preservation Act, MGL chapter 44B, §1, et seq., which shall consist of nine (9) members as follows:

### Section XX Membership and Terms

The community preservation committee shall consist of nine (9) members, all of whom shall be residents of the city. Committee members shall be appointed by the Mayor and confirmed by the city council for a period of three years expiring on February 15. Committee shall be composed of the following:

- 1) Four members shall be members of the boards and commission as required by the Community Preservation Act, GL c. 44B section 5 and appointed by the Mayor subject to confirmation of the City Council. If a statutory board or commission no longer functions or exists within the city then the Mayor shall appoint a member from the general public who has expertise or performs like duties as the board or commission. Each board or commission shall submit the name of one of its members to sit on the committee within 45 days of a vacancy of the statutory membership. The statute directs that a member from each of the following shall be designated as a member of the committee:
  - a) one member of the Conservation Commission as designated by the Commission.
  - b) one member of the Historical Commission as designated by the Commission.
  - c) one member of the Planning Board as designated by the Board.
  - d) one member of the Parks and Recreation Department.
  - e) one member of the Housing Authority as designated by the Authority.
- 2) There shall be four members of the general public not currently holding elected or appointed office, as appointed by the Mayor.
  - a) The At-Large members shall include at least one citizen who has expertise or demonstrated interest in open space, at least one citizen who has expertise or

demonstrated interest in recreation, at least one citizen who has expertise or demonstrated interest in historic preservation and at least one citizen who has expertise or demonstrated interest in affordable housing.

- b) To the extent possible the members of the committee will be selected so that the five wards are fairly represented.

The commission and boards which may designate a member for appointment shall do so within 45 days of the effective date of this ordinance and shall forward the names to the Mayor. Should a commission or board fail to designate a member for appointment within 45 days, the Mayor shall appoint the member from the general public.

Should a member from a designated commission or board be no longer able to serve on the Preservation Committee, the Mayor shall appoint a successor member.

### **Section XXX        Terms of Office**

- 1) The term of office for each member of the Committee shall be three years. No member shall serve more than two terms.
- 2) In order to stagger the terms of the members, the terms of the initial appointments shall be as follows:
  - a. the Historic Commission member, the Conservation Commission member, two At-Large member appointed by the Mayor shall serve for three (3) years;
  - b. the Housing Authority member, the Planning Board member and one At-Large member appointed by the Mayor shall serve for two (2) years;
  - c. the Parks and Recreation Member and one At-Large member appointed by the Mayor shall serve for one (1) year.
  - d. For purposes of this clause, the initial one (1) and two (2) year appointments shall be deemed not to constitute full terms.

### **Officers:**

- 1) The committee shall annually elect one of its members to serve as chairperson and may elect such other officers, adopt procedural rules and regulations and establish any subcommittees as it deems appropriate.
- 2) A Committee member may serve as chairperson for 2 consecutive years, after which he/she shall not be eligible to be nominated for the same position. However, a two-thirds (2/3) vote of the Committee can waive this provision.

**Vacancies:**

Any vacancy shall be filled by the respective Board, Commission, Authority or Mayor for the remainder of the unexpired time.

- 1) In the event that a Committee member is unable for any reason to complete serving a term, whether by failure of reappointment to his or her underlying board, commission or authority, or otherwise, the board, commission or authority responsible for designating said committee member shall forthwith designate another of its members to complete the remainder of the term.
- 2) All committee members shall serve on the committee without compensation.

**Section XXXX      Authority, Duties and Responsibility**

- 1) The Community Preservation Committee shall study the needs, possibilities and resources of the city regarding community preservation. The committee shall consult with the Mayor, the City Council, the Community Development Director, the Housing Authority Director, the Conservation Commission, the Historical Commission, the Zoning Board, the Parks and Recreation Director, the Chair of the Gloucester Housing Trust, Grants Director, Public Works Director and any persons acting in those capacities or performing like duties when conducting such studies.
- 2) As part of its study, the Committee shall hold one or more public information hearings annually on the needs, possibilities and resources of the City regarding the community preservation possibilities and resources, notice of which shall be posted publicly and published for each of the two weeks preceding a hearing in a newspaper of general circulation in the City and published electronically on the city's web site.
- 3) The Committee shall meet as necessary to carry out its duties, but in any fiscal year shall hold no fewer than three (3) meetings.
- 4) On or before November 1<sup>st</sup> of each year, the Committee shall make recommendations to the City Council for:
  - a. the acquisition, creation and preservation of open space;
  - b. the acquisition, preservation, rehabilitation and restoration of historic resources;
  - c. the acquisition, creation, preservation and support of community housing;
  - d. the acquisition, creation and preservation of land for recreational use; and
  - e. the rehabilitation or restoration of open space, land for recreational use and community housing that is acquired or created as provided in this section.
- 5) With respect to community housing, the Committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.
- 6) The Committee may include in its proposal to the City Council, a recommendation to set aside

for later spending funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund or to set aside for later spending funds for general purposes that are consistent with community preservation.

- 7) The Committee may recommend the issuance of general obligation bonds or notes, in accordance with the provisions of M.G.L., Chapter 44B, § 11, in anticipation of revenues to be raised pursuant to M.G.L., Chapter 44B, § 3, the proceeds of which shall be deposited in the Community Preservation Fund.
- 8) In every fiscal year, the Committee shall recommend that the City Council either spend, or set aside for later spending, not less than 10% of the annual revenues in the Community Preservation Fund for each of the following:
  - a. open space (not including land for recreational use);
  - b. historic resources
  - c. community housing
- 9) All recommendations and proposals submitted by the Committee to the City Council shall include the anticipated costs thereof.
- 10) No appropriation shall be made from the Community Preservation Fund without the approval of the City Council.
- 11) The Committee shall submit to the City Council, by March 1<sup>st</sup> of each year, an annual administrative and operating budget for the Committee for the next fiscal year, which shall not exceed five (5%) percent of that year's estimated annual Community Preservation Fund revenues.

#### **Section XXXXX Quorum and Voting**

- 1) Five (5) members shall constitute a quorum for the purpose of convening a meeting and of conducting the business of the Committee.
- 2) The Committee shall approve its actions by a majority vote of the quorum.

#### **Section XXXXXX Severability**

In the event any part of this Ordinance is for any reason declared invalid or unconstitutional by any court, the remainder of this Article shall continue in full force and effect.

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

CITY CLERK  
GLOUCESTER, MA  
15 JAN 22 PM 3:59

January 22, 2015

Ms. Kathryn Goodick  
10 Dogtown Road  
Gloucester, MA 01930

Dear Ms. Goodick:

Thank you for expressing your concerns regarding the water debt shift and increased property taxes during the Oral Communications portion of the January 13, 2015 City Council meeting.

Please be advised that a public hearing is planned so that a presentation can be made on the increased tax bills. The Administration has been informed that the City Council President will be announcing the date of the public hearing in the near future.

An analysis of your property taxes will be sent to you within the next several days from the Chief Financial Officer/Treasurer-Collector, John Dunn.

Thank you again for letting us know of your concerns. We are hopeful that the planned presentation will clarify the matter for every resident of the City.

Sincerely,

  
Serafin Romeo Theken  
Mayor

cc: City Council

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

CITY CLERK  
GLOUCESTER, MA  
15 JAN 22 PM 3:59

January 22, 2015

Ms. Amanda Kesterson  
293 Washington Street  
Gloucester, MA 01930

Dear Ms. Kesterson:

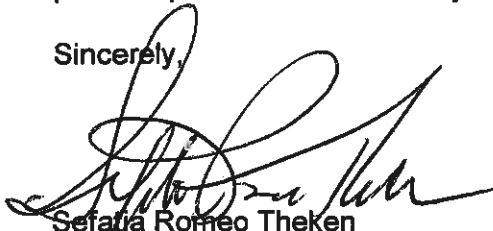
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An analysis of your property taxes will be sent to you within the next several days from the Chief Financial Officer/Treasurer-Collector, John Dunn.

Thank you again for letting us know of your concerns. We are hopeful that the planned presentation will clarify the matter for every resident of the City.

Sincerely,



Sefania Romeo Theken  
Mayor

cc: City Council



City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

CITY CLERK  
GLOUCESTER, MA  
15 JAN 22 PM 3:59

January 22, 2015

Ms. Maria Leaman-Strauss  
3 Leaman Drive  
Glouceser, MA 01930

Dear Ms. Leaman-Strauss:

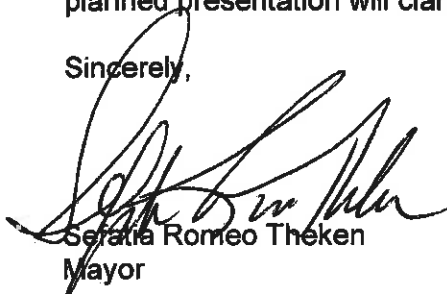
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Please be advised that a public hearing is planned so that a presentation can be made on the increased tax bills. The Administration has been informed that the City Council President will be announcing the date of the public hearing in the near future.

An analysis of your property taxes will be sent to you within the next several days from the Chief Financial Officer/Treasurer-Collector, John Dunn.

Thank you again for letting us know of your concerns. We are hopeful that the planned presentation will clarify the matter for every resident of the City.

Sincerely,



Serafia Romeo Theken  
Mayor

cc: City Council

City Hall  
Nine Dale Avenue  
Gloucester, MA 01930



TEL 978-281-9700  
FAX 978-281-9738  
stheken@gloucester-ma.gov

CITY OF GLOUCESTER  
OFFICE OF THE MAYOR

January 22, 2015

Mr. Peter Cooney  
36 Warner Street  
Gloucester, MA 01930

CITY CLERK  
GLOUCESTER, MA  
15 JAN 22 PM 3:59

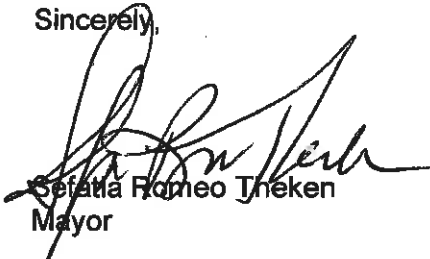
Dear Mr. Cooney:

Thank you for expressing your concerns regarding your increased property taxes during the Oral Communications portion of the January 13, 2015 City Council meeting.

Please be advised that a public hearing is planned so that a presentation can be made on the increased tax bills. The Administration has been informed that the City Council President will be announcing the date of the public hearing in the near future.

Thank you again for letting us know of your concerns. We are hopeful that the planned presentation will clarify the matter for every resident of the City.

Sincerely,



Stefania Romeo Theken  
Mayor

cc: City Council

There have been only two Charter Commissions in Gloucester. The first was at the changeover from Plan E form of city government to our present Home Rule City Charter. I was an elected member of the second commission for our the Home Rule Charter.

At present the only way to ask to elect a Charter Commission is by presenting a very, very large and tedious and verified list of signers.

The number of signers required should be reduced. Also there should be a charter commission every ten years, or at least a question on the ballot every ten years that asks "should the city elect a Charter Commission?"

The only way right now is to spend a ridicules amount of time and effort to get lots and lots of signatures. A second, and maybe better route, is by state legislation.

It is my belief that the only way to remove, add, or change any part of the Home Rule City Charter is by the election of a Charter Commission and the approval by the voters on each change. At present this only applies to certain parts pertaining to items related to rules of city government, such as the City Council.

A Charter Commission looks at things differently than the City Council or another government group. The Commission sees things more as a Gloucester citizen does.

We need to change things so that as individual citizens of Gloucester we can participate in introducing, and then voting on any changes proposed to our Charter.

Joe R Grace

Joseph R Grace  
75 Holly Street  
Gloucester Ma 01930-1702

1/26/2015

A handwritten signature in cursive script that reads "Joseph R Grace". The signature is written in dark ink and is positioned at the bottom left of the page.

CITY CLERK  
GLOUCESTER, MA  
15 JAN 26 PM 1:45



## **CITY OF GLOUCESTER 2015 CITY COUNCIL ORDER**

<b>ORDER:</b>	<b>CC#2015-003</b>
<b>COUNCILLOR:</b>	<b>Greg Verga</b>

<b>DATE RECEIVED BY COUNCIL:</b>	<b>01/27/15</b>
<b>REFERRED TO:</b>	
<b>FOR COUNCIL VOTE:</b>	<b>2/24/15</b>

**ORDERED** that any request for any proposed debt “shift” from any enterprise account to the tax levy would require that the City Council schedule a one item agenda for a Special City Council Meeting, and a duly advertised Public Hearing specifically for said proposal.

Greg Verga  
Councillor at Large



## **CITY OF GLOUCESTER 2015 CITY COUNCIL ORDER**

<b>ORDER:</b>	<b>CC#2015-004</b>
<b>COUNCILLOR:</b>	<b>Robert Whynott</b>

<b>DATE RECEIVED BY COUNCIL:</b>	<b>01/27/15</b>
<b>REFERRED TO:</b>	<b>O&amp;A</b>
<b>FOR COUNCIL VOTE:</b>	

**ORDERED** that the Ordinances & Administration Committee review the language of Charter section 8-1 which requires that municipal preliminary elections shall be held on the fifth Tuesday preceding every regular city election to determine whether to recommend to the Council that the City seek a Special Act from the state legislature to amend the Charter to provide that municipal preliminary elections shall be held no later than the sixth Tuesday preceding a regular or special municipal election with the date to be fixed for each preliminary election by a vote of the City Council which shall be taken no later than the sixtieth day before the date so fixed.

**FURTHER ORDERED** that the Ordinances & Administration together with the City Clerk and the Board of Registrars review the reasons for and the advantages of holding preliminary elections earlier than allowed by Charter section 8-1.

**FURTHER ORDERED** that the matter be referred to the Ordinances & Administration for review.

Robert Whynott  
Councillor at Large



## **CITY OF GLOUCESTER 2015 CITY COUNCIL ORDER**

**ORDER:** CC#2015-005  
**COUNCILLOR:** Greg Verga

**DATE RECEIVED BY COUNCIL:** 02/10/15  
**REFERRED TO:** P&D and Planning Board  
**FOR COUNCIL VOTE:**

**ORDERED** that the Planning and Development Committee under section 1.11.2 of the Zoning ordinance(e) concerning amendments to the Zoning Ordinance work together with the Planning Board under section 1.11.3 of the Zoning Ordinance on an informal review of section 5.13 “Personal Wireless Service Facility” in order to develop proposed amendments to update and revise the ordinance particularly as relates to definitions of new technology and as to recent changes in FCC regulations which apply to and interpret the federal law on wireless facilities found at section 6409(a) of the Tax Relief and Job Creation Act of 2012.

**FURTHER ORDERED** that following the review under section 1.11.3, the P&D and Planning Board together recommend to the City Council a motion to amend section 5.13 of the Zoning Ordinance so that it is in compliance with applicable federal laws and regulations.

Greg Verga  
Councillor at Large

**GLOUCESTER CITY COUNCIL MEETING**

Tuesday, January 13, 2015 – 7:00 p.m.

Kyrouz Auditorium – City Hall

**-MINUTES-**

**Present:** Chair, Councilor Paul McGeary; Councilor Melissa Cox; Councilor Greg Verga; Councilor Robert Whynott; Councilor Paul Lundberg; Councilor William Fonvielle; Councilor Robert Stewart; Councilor Joseph Ciolino

**Absent:** Councilor LeBlanc

**Also Present:** Mayor Sefatia Theken; Jim Destino; Linda T. Lowe; Salvatore DiStefano; Kenny Costa; John Dunn; Jim Caulkett; Paul Keane; Sally Polzin; Tom Daniel; William Sanborn; James Pope; Fire Chief Eric Smith; Nancy Papows; Gary Johnstone; Judith Hoglander; Robert Haverkamp; Dale Brown

The meeting was called to order at 7:00 p.m.

**Flag Salute & Moment of Silence.**

Council President McGeary, on behalf of the Council, welcomed Mayor Theken to her first Council meeting.

**Other Business:**

**Swearing in of Joseph Ciolino as Councilor at Large under Charter provision 2-13(a)**

Linda T. Lowe, City Clerk, administered the oath of office to Joseph Ciolino as Councilor At Large, serving out the remainder of the term left vacant by former Councilor at Large Sefatia Romeo-Theken when she was elected to serve as Mayor, term to expire December 31, 2015.

Councilor Ciolino after a few brief remarks on returning to the Council, and thanking his family and friends for their support, he took his place at the Council dais.

**Oral Communications:**

Peter Todd, Poet Laureate of the City of Gloucester, read a poem he wrote especially for the city at the advent of a new Mayor and City Councilor:

**The Ship of Gloucester Set at Full Sail**

*On this date we have our ship with a full crew  
Ready to set our sails to our new horizons  
Seeking out what we as your Leaders can do  
The citizens of Gloucester in thought of our findings  
With our new ships captain at the wheel  
Her goals guided by the reality of life  
Searching in heart and soul anxious to reveal  
The rewards of making our city greater and forthright  
Our Gloucester will succeed in its goals  
Its team work that will gain us our tomorrows  
By guiding from wisdom new and heritage gold  
With the lessons of even our youth to borrow  
Through harmony and thinking before we act  
Gloucester will again move forward and grow  
Ignoring rumors and only listening to fact  
Will we gain by what we reap and the imprints we sow?*

Kathryn Goodick, 10 Dogtown Road, submitted a written statement for the record (placed on file) and spoke to the water debt shift that she said has increased property taxes recently although lowering the per gallon water rate charges saying it is not a wash between the two – there is no offset. She expressed her concern that the water debt shift which increased property taxes is unfair, saying that her property taxes went up by \$200 for the fourth quarter of 2014. She said it is wrong to have annual increases to taxes to such a high extent. She said that Proposition 2 ½ has not offered the protection to homeowners from tax increases and should not have raised homeowners' taxes to

this high a level. She added with the steady rise of property taxes and sewer rates over the last seven years it appears that there has been no one working on a fiscally responsible city budget. She expressed concern with the increasing tax rates that she will be unable to continue to afford to live in Gloucester at this rate. She asked the Council to find a way to lower the property taxes as well as conduct a public hearing on the matter.

**Amanda Kesterson**, 293 Washington Street, also called for a public hearing regarding the water debt shift and increase of property taxes. She also addressed what she said was an issue of transparency and said in her opinion that the tax increase was voted this past June with little fanfare and discussion. She said she understood there was a public hearing to discuss the debt shift burden which she said was misleading and not easily understood. She cautioned that situations like this make people lose their faith in government which can only be restored through honesty and transparency.

**Peter Cooney**, 36 Warner Street, said his fourth quarter property tax bill was “shocking” and that his property value went up 33 percent which he said he thought was a mistake but learned that it wasn’t. He said that property assessments appear to be all over the map. He advised he had checked with the Assessors Department and learned the Assessors went by statistical analysis, but said he couldn’t understand why a multi-family dwelling next door to him had no increase in value when his property value increased at such a high rate.

**Maria Leaman-Strauss**, 3 Leaman Drive, also spoke to her shock with her increased tax bill which she found out about on Facebook, and said it was her understanding that no one knew about the increase in the property taxes. She said she has private water and lives on a private road, and only has children in the school system. She said the matter of the property taxes should be addressed plainly and be well known to the public.

#### **Presentations/Commendations: Proposed Artwork for Solomon Jacobs Park**

Former Mayor and City Councilor, **Bruce Tobey** and **Judith Hoglander**, Chair of the Committee for the Arts made the following presentation regarding a proposed installation of a sculpture, “High Seas” by David Black, a nationally renowned sculptor born and raised in Gloucester.

**Mr. Tobey** welcomed Mayor Theken. He also thanked the former Administration for bringing part of the costs of the installation of the sculpture forward; Council President Paul McGeary for his “dogged” attention to this matter over the course of several years, and to the B&F Committee Chair, Councilor Melissa Cox and to that Committee on their careful review of the funding which will be postponed in order to provide more transparency in the funding process and to hear more about the positive impact this installation will have on the community by furthering the city’s arts legacy. They presented a video highlighting the sculptor’s installations, and in his own words his thoughts on his art and creative process.

He suggested that public art is a way to leave a legacy to be honored for the future. The city has a strong public art legacy in the context of sculpture, citing examples of the Man at the Wheel, sculpted in 1923 by Leonard Craske, which was a gift to the community on the occasion of the city’s 300<sup>th</sup> anniversary; the Fisherman’s Wives Memorial unveiled in 2001 by sculptor Morgan Fauld Pike; the Joan of Arc statue which is one of six worldwide by sculptor Ann Hyatt Huntington; Walker Hancock’s Triton by a renowned sculptor known as a member of the famous World War II “Monuments Men”; Sea Harvest hosted by the Sawyer Free Library and sculpted by Aristides Burton-Demetrius; and the Fitz Henry Lane sculpture at Harbor Loop by sculptor Alfred Duca. He also cited private entities and individuals’ sculpture installations, such as the sculpture garden at the Cape Ann Museum and in the mini-park across from the museum with a striking sculpture, Dance of the Cranes by sculptor John Raimondi as well.

**Mr. Tobey** then highlighted Mr. Black’s background. He was born in 1928 in Gloucester, graduated from Gloucester High School in 1948 as valedictorian; graduated Wesleyan University; received a Master’s degree from Indiana University. He is a scientist and engineer as well as sculptor of international renown who has installations around the world and in many cities across the United States from Alaska to Washington, DC. He said Mr. Black captures movement and energy, challenging the mind, the heart and the senses; with a studio in Columbus, Ohio. He noted he is a Professor Emeritus in Sculpture at Indiana University. **Mr. Tobey** added with Mr. Black’s experiences in Gloucester he used his background here to create amazing pieces of art.

He then presented a power point presentation highlighting many examples of Mr. Black’s work in the United States and abroad. He especially highlighted one of Mr. Black’s sculptures installed in Akron, Ohio, memorializing the Wright Brothers first flight in Kitty Hawk, North Carolina. The sculpture is the actual flight path and exact distance of that flight with the figure of the plane moving through time and space.

**Mr. Tobey** showed the site plan for the proposed sculpture installation of Mr. Black’s work at the end of Solomon Jacobs Park on Harbor Loop adjacent to the harbor. It was noted there will be a substantial remediation of the area by National Grid prior to the installation due to it being the former site of the coal gasification plant and in



turn vast areas of open space will be preserved, **Mr. Tobey** said, for alternative uses. He showed a photo image of a view of the proposed “High Seas” sculpture, which will be 25 feet high, 40 feet wide.

He noted that the total project cost is \$150,000. Mr. Black will take no commission on the sculpture bringing the price down substantially, he said. He pointed out that the site preparation cost is substantial which would include the sculpture mount, ground treatment and some ground lighting will be taken care of by National Grid as their contribution to the project valued as much as \$50,000. The transport and the assembly are estimated to cost \$60,000-\$70,000. He said the hope is after a bit more public discussion, the city through its proposed support of \$30,000 from free cash will be moved into a sequestered account until the private fundraising for the sculpture’s installation and maintenance, a project he will be spearheading, will complete the funding.

A video was presented of sculptor David Black speaking about one of his first sculptures called “Breakers” which he explained came from his experiences as a child growing up in Gloucester and describing his sculpture he means to donate to the city as his gift and its impetus. He described the influence of hurricanes growing up in the city, and that the sculpture, “High Seas” will remind people of actual seas with the light reflecting off the high-gloss steel sculpture. He said he relished his time in the city, recalling proudly being valedictorian of the class of 1948 at GHS.

**Mr. Tobey** said that Mr. Black is as Gloucester as it gets and his work is recognized around the world. He concluded by saying that city has a unique opportunity before it.

**Judith Hoglander**, Chair of the Committee for the Arts, said it has been over two years since Mr. Black approached the Committee for the Arts (CFA) to bring a sculpture to his hometown. He always had Solomon Jacobs Park in mind, but because of the planned remediation of the park it wouldn’t be accessible as a site for the sculpture’s installation until 2017. She reviewed the CFTA’s process to make a determination as to what constitutes appropriate public art, how the CFA concluded that Solomon Jacobs Park was the most appropriate site, and reviewed further the costs associated with the sculpture’s installation and on-going maintenance. She also noted that the Kirk Administration had the cost of foundation of the sculpture written into the contract between the city and National Grid as part of the city’s negotiation.

**Ms. Hoglander** said the key to Mr. Black’s sculptures installations are the fact that many are installed in highly populated areas and are built so that they are safe for the public. She pointed out the lowest accessible point on High Seas is 12 feet high. She said that the CFTA strongly recommends the sculpture’s acceptance by the city. While there are other factors yet to be decided, she pointed out that there is no contemporary art in city-owned public spaces nor has a donation of this magnitude been made to the city in some time.

**Mr. Tobey** said that he looked forward to moving this project forward and honoring a son of Gloucester.

**Councilor Cox** offered to host a ward meeting with the CFTA members in attendance regarding the sculpture installation to take place Monday, Jan. 26 at 6 p.m. She said it would be a public meeting where questions can be asked. The meeting location is to be determined. **Council President McGeary** acknowledged he would also be in attendance.

#### **Consent Agenda:**

##### **• CONFIRMATION OF NEW APPOINTMENTS**

Community Development Director	Thomas Daniel	TTE 02/14/16
Chief Administrative Officer	Salvatore L. DiStefano, Sr.	TTE 02/14/16
Chief Financial Officer	John Dunn	TTE 02/14/16
City Engineer	Paul Keane	TTE 02/14/16
Personnel Director	Sally Polzin	TTE 02/14/16
Building Inspector	William Sanborn	TTE 02/14/16
Harbormaster	James Caulkett	TTE 02/14/18
Assessor	Gary Johnstone	TTE 02/14/18

##### **• MAYOR’S REPORT**

1. Special Budgetary Transfer Request (2015-SBT-28) from Police Department (Refer B&F)
2. Special Budgetary Transfer Request (2015-SBT-29) from Police Department (Refer B&F)
3. Special Budgetary Transfer Request (2015-SBT-30) from Police Department (Refer B&F)

##### **• COMMUNICATIONS/INVITATIONS**

##### **• INFORMATION ONLY**

1. Decision for the approval of the Gloucester Municipal Harbor Plan Renewal and Designated Port Area Master Plan (Info Only)
2. Memorandum from CFO John P. Dunn to City Council re: Fiscal 2015 Property Tax Bills (Info Only)

##### **• APPLICATIONS/PETITIONS**

##### **• COUNCILORS ORDERS**

1. CC2015-001 (Verga) Request P&D & O&A Standing Committees together and in connection with City Council Order 2014-039 Regarding the position of the Executive Director of the Fisheries Commission, assure that the structure of the Fisheries Commission Be consistent with the requirements of the Special Acts from 1956 through 1984 and Chapter 361 of the Acts of 1980 and Chapter 740 of the Acts of 1981 (Refer P&D & O&A)

2. CC2015-002 (Cox) Request the O&A and Traffic Commission review the parking restrictions in GCO Chapter 22 for Elm Street in The area between the intersection of Federal Street and Elm Street and the intersection of Main Street and the vicinity of 9 Elm Street and amend GCO Sec. 22-270, Sec. 22-273 and Sec. 22-274 (Refer O&A & TC)
- **APPROVAL OF MINUTES FROM PREVIOUS COUNCIL AND STANDING COMMITTEE MEETINGS**
1. City Council Meeting: December 16, 2014 (Approve/File)  
2. Special City Council Meeting: January 8, 2015 (under separate cover) (Approve/File)  
3. Standing Committee Meetings: B&F 01/08/15 (under separate cover), O&A 01/05/15, P&D 01/07/15 (under separate cover) (Approve/File)

### **Unanimous Consent Agenda:**

1. Memorandum from Mayor Theken regarding the withdrawal of reappointment of Salvatore L. DiStefano, Sr. as Chief Administrative Officer (Accept Withdrawal)  
2. Memorandum from Mayor Theken regarding 90-day appointment of James Destino to the position of Chief Administrative Officer with a term to expire April 13, 2015 and 90-day appointment of Salvatore L. DiStefano, Sr. to the position of Economic Development Director with a term to expire April 13, 2015. (Info Only)

### **Items to be added/deleted from the Consent Agenda and Unanimous Consent Calendar:**

**Council President McGeary** informed the Council that the Mayor wished to withdraw the reappointment of Salvatore DiStefano, Sr. as Chief Administrative Officer from the Consent Agenda.

**Councilor Verga** asked to remove Item #3 under Approval of Minutes, O&A 01/05/15. He said that the O&A Committee's minutes need to be amended - - that under the matter of City-owned Cemeteries Committee the incorrect chapter number was inserted into a motion, and that the correct Code of Ordinance chapter was listed as 2, and Art. 2. That needs to be replaced by, "Chapter 6, with no Article stated."

**By unanimous consent the Council's Unanimous Consent Agenda and Council Unanimous Consent Calendar was accepted as amended.**

### **Committee Reports:**

#### **Budget & Finance: January 8, 2015**

##### ***B&F Unanimous Consent Agenda***

**MOTION: On a motion by Councilor Cox, seconded by Councilor Stewart, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (LeBlanc) absent, to accept the Budget & Finance Unanimous Consent Agenda dated January 13, 2015 as follows:**

#### **1. *Special Budgetary Requests 2015-SBT-25 and 2015-SBT-27 from Police Department***

**MOTION: On motion by Councilor Cox, seconded by Councilor Stewart, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (LeBlanc) absent, to approve Special Budgetary Transfer 2015-SBT-25 in the amount of \$271.40 from Account #101000.10.292.51100.0000.00.000.00.051, Animal Control-Salary/Wage Permanent Position to Account #101000.10.218.51400.0000.00.000.00.051 Police-Parking, Salary/Wage-Longevity, for the purpose funding a deficit in the account.**

**MOTION: On motion by Councilor Cox, seconded by Councilor Stewart, the City Council voted 8 in favor, 0 opposed, 1 (LeBlanc) absent, to approve Special Budgetary Transfer 2015-SBT-27 in the amount of \$9,500 from Account #101000.10.211.51910.0000.00.000.00.051, Police-Uniform Tuition/Training Employee to Account #101000.10.211.55870.0000.00.000.00.054 Police Uniform Police Ammunition, for the purpose of purchasing ammunition for the Gloucester Police Department minimum training of firearms.**

#### **2. *Special Budgetary Request 2015-SBT-26 from the City Clerk's Office***

**MOTION: On motion by Councilor Cox, seconded by Councilor Stewart, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (LeBlanc) absent, to approve Special Budgetary Transfer 2015-SBT-26 in the amount of \$1,500 from Account #101000.10.163.52700.0000.00.000.00.052, City Clerk-Rental of Facilities to**

**Account #101000.10.161.52550.0000.00.000.00.052 City Clerk-Office Furnishings, for the purpose of replacing window blinds.**

**3. Supplemental Appropriation-Budgetary Request 2015-SA-9 from DPW**

**MOTION:** On a motion by Councilor Cox, seconded by Councilor Stewart, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (LeBlanc) absent, to approve Supplemental Appropriation 2015-SA-9 in the amount of \$30,000 from Account #294015.10.991.59600.0000.00.000.00.059, Highway Force, Transfer out to the General Fund to Account #101000.10.470.58415.0000.00.000.00.058, DPW Public Services, Paving for the purpose of funding various city paving projects.

**\*\*\* END B&F UNANIMOUS CONSENT AGENDA \*\*\***

***Administration's supplemental budget requests from free cash***

**Councilor Cox** explained that the Administration's free cash requests total \$395,000 and that available Free Cash is just over \$2.4 million. A portion of the overall free cash must be set aside in support of the Fire Department's new contract. There were three appropriations that were not put forward yet through the B&F Committee. They are: Funds to replenish Mayor's contingency fund for \$10,000; \$24,000 for support of Economic Development; and \$150,000 for support of the School Department's Chromebook initiative. All three supplemental budget requests will be discussed at the B&F meeting of February 5 pending receipt of further information.

**1. 2015-SA-10: Funds to support design and installation of David Black sculpture**

**COMMITTEE RECOMMENDATION:** On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2015-SA-10 in the amount of \$30,000 (Thirty Thousand Dollars) from the General Fund-Undesignated Fund Balance ("Free Cash"), Account #101000.10.000.35900.0000.00.000.00.000 to Committee for the Arts Fund, Transfer from General Fund, Account # 295031.10.991.49700.0000.00.000.00.040 for the purpose of supporting the design and installation of a David Black sculpture as recommended by the Committee of the Arts.

**DISCUSSION:**

**Councilor Cox** proposed that the motion on the table, which was seconded by **Councilor Verga**, be continued to the next City Council meeting in order to obtain further information. By unanimous consent of the Council the matter was continued to January 27.

**2. 2015-SA-12: Funds to allow for the reconfiguration of the server room at Gloucester High School**

**COMMITTEE RECOMMENDATION:** On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2015-SA-12 in the amount of \$60,000 (Sixty Thousand Dollars) from the General Fund-Undesignated Fund Balance ("Free Cash"), Account #101000.10.000.35900.0000.00.000.00.000 to Management Information Systems, Replace Equipment, Account #101000.10.155.58700.0000.00.000.00.058 for the purpose of funding the reconfiguration of the server room at Gloucester High School.

**DISCUSSION:**

**Councilor Cox** explained that this appropriation is for the replacement of equipment for the GHS server room that was damaged during a storm. This is a high priority funding as the need is urgent. There will be an evaluation of the infrastructure as well as the capacity of the high school generator and other electrical matters related to the server room which is necessary for the equipment to be installed which this transfer supports. The work on the room will be done through a bond, as structure will be redone within the building associated with the server room equipment replacement and assessment. Some of the work can be done during the school year without disturbing the learning environment. There will be a site visit by the Committee, and is likely to take place during a school vacation. Council will be noticed of the date and time, she said.

**MOTION: On a motion by Councilor Cox, seconded by Councilor Fonvielle, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (LeBlanc) absent, to approve Supplemental Appropriation 2015-SA-12 in the amount of \$60,000 (Sixty Thousand Dollars) from the General Fund-Undesignated Fund Balance ("Free Cash"), Account #101000.10.000.35900.0000.00.000.00.000 to Management Information Systems, Replace Equipment, Account #101000.10.155.58700.0000.00.000.00.058 for the purpose of funding the reconfiguration of the server room at Gloucester High School.**

3. 2015-SA-14: Funds for Community Development to support economic development and other support activities

COMMITTEE RECOMMENDATION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2015-SA-14 in the amount of \$6,000 (Six Thousand Dollars) from the General Fund-Undesignated Fund Balance ("Free Cash"), Account #101000.10.000.35900.0000.00.000.00.000 to Community Development-Contractual Services, Account # 101000.10.181.52000.0000.00.000.00.052 for the purpose of financial support of the Downtown Block Parties and Summer Outdoor Movies.

#### DISCUSSION:

**Councilor Cox** briefly explained that this funding from free cash is in support the downtown block parties and a continuation of the summer outdoor movies. A Request For Proposal to run the 2015 Block Parties will be put forward after a careful review by the Community Development Director of the city's needs for a group to run next year's Block Parties.

**MOTION: On a motion by Councilor Cox, seconded by Councilor Fonvielle, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (LeBlanc) absent, to approve Supplemental Appropriation 2015-SA-14 in the amount of \$6,000 (Six Thousand Dollars) from the General Fund-Undesignated Fund Balance ("Free Cash"), Account #101000.10.000.35900.0000.00.000.00.000 to Community Development-Contractual Services, Account # 101000.10.181.52000.0000.00.000.00.052 for the purpose of financial support of the Downtown Block Parties and Summer Outdoor Movies.**

4. 2015-SA-15: Funds for Exhibit Space at the Seafood Exposition

COMMITTEE RECOMMENDATION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2015-SA-15 in the amount of \$10,000 (Ten Thousand Dollars) from the General Fund-Undesignated Fund Balance ("Free Cash"), Account #101000.10.000.35900.0000.00.000.00.000 to Community Development-Other Charges/Expenses, Account # 101000.10.181.57000.0000.00.000.00.057 for the purpose of covering expenses for exhibit space at the Boston Seafood Exposition.

#### DISCUSSION:

**Councilor Cox** explained this appropriation is to support the city's rental of a booth at the world's largest seafood exposition which takes place in Boston from March 15 to 17. Associated with this booth rental at \$3,200 are funds for a tour for exposition participants of the city, their transportation, booth giveaways and other ancillary expenses anticipated for the city's participation.

**Councilor Ciolino** said this funding was timely for the city's participation at the Seafood Exposition to promote the city and was pleased to see the funding come forward.

**MOTION: On a motion by Councilor Cox, seconded by Councilor Fonvielle, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (LeBlanc) absent, to approve Supplemental Appropriation 2015-SA-15 in the amount of \$10,000 (Ten Thousand Dollars) from the General Fund-Undesignated Fund Balance ("Free Cash"), Account #101000.10.000.35900.0000.00.000.00.000 to Community Development-Other Charges/Expenses, Account # 101000.10.181.57000.0000.00.000.00.057 for the purpose of covering expenses for exhibit space at the Boston Seafood Exposition.**



**5. 2015-SA-16: Funds to supplement Fire Department Overtime for station openings**

COMMITTEE REPORT: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2015-SA-16 in the amount of \$100,000 (One Hundred Thousand Dollars) from the General Fund-Undesignated Fund Balance ("Free Cash"), Account #101000.10.000.35900.0000.00.000.00.000 to Fire Department-Salary/Wages, Overtime, Account #101000.10.220.51300.0000.00.000.00.051 for the purpose of funding fire station openings that may incur overtime salary and wages.

**DISCUSSION:**

**Councilor Cox** said this free cash appropriation is for overtime expenses due to many on-the-job injuries in the Fire Department this year -- a total of nine firefighters are out long-term and some are off the job. The department is fully staffed but there are upcoming retirements at the end of January and March (3 in total), which is factored into the staffing situation. New hires won't start until the next budget year, she noted. These funds would see the department through the end of the fiscal year, and once the account is re-balanced, with the minimum staffing at 16 and 18 which opens Magnolia Station, the remaining funds will be divided through the stations to keep them open in the same way it was handled in the last fiscal year.

**Council President McGeary** said at the B&F meeting, the members learned that this has been an unfortunate and unusual year for the department in terms of employee injuries and illness. He said it was hoped the Fire Department would get by without overtime with the new staffing structure, this was a "lightning strike" situation and the overtime funding is needed.

**MOTION: On a motion by Councilor Cox, seconded by Councilor Fonvielle, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (LeBlanc) absent, to approve Supplemental Appropriation 2015-SA-16 in the amount of \$100,000 (One Hundred Thousand Dollars) from the General Fund-Undesignated Fund Balance ("Free Cash"), Account #101000.10.000.35900.0000.00.000.00.000 to Fire Department-Salary/Wages, Overtime, Account #101000.10.220.51300.0000.00.000.00.051 for the purpose of funding fire station openings that may incur overtime salary and wages.**

**6. 2015-SA-17: Funds to purchase new commercial dishwasher for Rose Baker Senior Center**

COMMITTEE RECOMMENDATION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2015-SA-17 in the amount of \$5,000 (Five Thousand Dollars) from the General Fund-Undesignated Fund Balance ("Free Cash"), Account #101000.10.000.35900.0000.00.000.00.000 to Council on Aging, Capital Outlay, Account #101000.10.541.58425.0000.00.000.00.058 for the purpose of purchasing a new commercial dishwasher for the Rose Baker Senior Center.

**DISCUSSION:**

**Councilor Cox** said that this commercial dishwasher that is needed by the Senior Center as the current one is leaking. She noted it is difficult to hold many Senior Center events and initiatives while still adhering to health codes with the dishwasher there now. She pointed that this was a perfect example of free cash use.

**MOTION: On a motion by Councilor Cox, seconded by Councilor Fonvielle, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (LeBlanc) absent, to approve Supplemental Appropriation 2015-SA-17 in the amount of \$5,000 (Five Thousand Dollars) from the General Fund-Undesignated Fund Balance ("Free Cash"), Account #101000.10.000.35900.0000.00.000.00.000 to Council on Aging, Capital Outlay, Account #101000.10.541.58425.0000.00.000.00.058 for the purpose of purchasing a new commercial dishwasher for the Rose Baker Senior Center.**

**Ordinances & Administration: January 5, 2015**

Due to his absence from the O&A meeting of January 5, **Councilor Whynott** deferred the presentation of the O&A Committee Report and matters to come forward at public hearing to Councilor Verga who attended as an alternate member.

1. *Memorandum from Harbormaster re: new parking area for resident only parking at Hodgkins Cove Public Landing*

COMMITTEE RECOMMENDATION: On a motion by Councilor Verga, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council permit the withdrawal of the matter the “Memorandum from Harbormaster re: new parking area for resident only parking at Hodgkins Cove Public Landing, and close the matter.”

#### DISCUSSION:

**Councilor Verga** said this was a submittal to the Council by the Harbormaster asking for a parking area at a public landing, but that the Harbormaster asked that it be withdrawn, and so this action closes the administrative loop.

**MOTION: On a motion by Councilor Verga, seconded by Councilor Cox, the City Council voted 8 in favor, 0 opposed, 1 (LeBlanc) absent, to permit the withdrawal of the matter the “Memorandum from Harbormaster re: new parking area for resident only parking at Hodgkins Cove Public Landing, and close the matter.”**

2. *Approval of negotiated contract between the City of Gloucester & Fire Chief for the period of July 1, 2015 through June 30, 2020*

COMMITTEE RECOMMENDATION: On a motion by Councilor Verga, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve the negotiated contract between the City of Gloucester and Fire Chief Eric for the term of July 1, 2015 through June 30, 2020 under GCO c. 8, Sec. 8-18(d).

#### DISCUSSION:

**Councilor Verga** said that the matter of the Fire Chief's negotiated contract approval was one of the last matters Mayor Kirk wrapped up before her exit. He expressed his and the O&A Committee's endorsement of the five-year contract for Fire Chief Eric Smith. He noted that the Chief had requested the five year term which he said was allowed by ordinance.

**Council President McGeary** said Chief Smith has done a terrific job and has brought the Gloucester Fire Department along carefully yet thoroughly, and that the city is much the better for his presence.

**MOTION: On a motion by Councilor Verga, seconded by Councilor Fonvielle, the City Council voted 8 in favor, 0 opposed, 1 (LeBlanc) absent, to approve the negotiated contract between the City of Gloucester and Fire Chief Eric for the term of July 1, 2015 through June 30, 2020 under GCO c. 8, Sec. 8-18(d).**

3. *Withdrawal of Management Reappointments:*

General Counsel

Suzanne Egan

TTE 02/14/16

COMMITTEE RECOMMENDATION: On a motion by Councilor Verga, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council allow the withdrawal of Suzanne Egan for consideration for reappointment to the position of General Counsel due to Ms. Egan's resignation effective 01/02/2015.

#### DISCUSSION:

**Councilor Verga** reminded the Council there is no need to reappoint Ms. Egan as she is no longer employed by the city with the advent of her resignation effective Jan. 2.

**Council President McGeary** thanked Ms. Egan for her work for the city over the years noting she was always helpful to him with legal questions, and a good legal scholar. He wished her well in her new endeavor.

**MOTION: On a motion by Councilor Verga, seconded by Councilor Cox, the City Council voted 8 in favor, 0 opposed, 1 (LeBlanc) absent, to allow the withdrawal of Suzanne Egan for consideration for reappointment to the position of General Counsel due to Ms. Egan's resignation effective 01/02/2015.**

**4. CC2014-052 (Verga/Theken) Request that City Council establish "The Ab Khambaty Extraordinary Performance/Service Award"**

**COMMITTEE RECOMMENDATION:** On a motion by Councilor Verga, seconded by Councilor LeBlanc the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council establish "The Ab Khambaty Extraordinary Performance/Service Award." This shall be awarded, from time to time as seen fit by the City Council, to an individual or group that has contributed to the civic improvement of the City of Gloucester. In recognition of this extraordinary performance or service, a "master" plaque shall hang in the Kyrouz Auditorium describing the name and purpose of the award, and name of the recipients added continually to the plaque.

Further, the City Council will award a personalized certificate to the individual or group. Nominations for the award may be made by City Councilors as well as members of the general public and will be reviewed for consideration by the City Council. Following a vote by the Council to name an award recipient, a recognition ceremony will be held at a regularly scheduled City Council meeting.

**DISCUSSION:**

**Councilor Whynott** said Councilors explained that Councilors used to nominate publicly candidates for the Mariner's Medal which then reverted to making nominations via written communication and suggested the same should be done for this new award.

**Councilor Verga** recounted that at the time the Council voted to install a plaque in honor of former Councilor Hardy, at that time, former Councilor Theken suggested that the Council should honor former Councilor Ab Khambaty's service to the city who passed away last year. He explained that this award is being established to highlight the extraordinary actions and achievements by an average person in the community who puts themselves forward on behalf of the city. He said this award was crafted to resemble to the extraordinary service award established by the School Committee, named in honor of Al Swekla and Margaret Wilmot who were also the first recipients of the award. He noted the School Committee's award is not given annually, and has been given to several outstanding individuals in service to the community, Jonathan Pope and Kim Normand, and Pat Earle. He said this is a fitting tribute to Mr. Khambaty for his years serving the city, not just for his tenure as a City Councilor but spearheading so many other important city-related matters, and expressed his wholehearted supported the creation of the award.

**Council President McGeary** conveyed to the Council he had spoken to Mr. Khambaty's widow, Lynn, whom he said is thrilled, as the entire Khambaty family, with the award's creation.

**MOTION: On a motion by Councilor Verga, seconded by Councilor Fonvielle, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (LeBlanc) absent, to establish "The Ab Khambaty Extraordinary Performance/Service Award." This shall be awarded, from time to time as seen fit by the City Council, to an individual or group that has contributed to the civic improvement of the City of Gloucester. In recognition of this extraordinary performance or service, a "master" plaque shall hang in the Kyrouz Auditorium describing the name and purpose of the award, and name of the recipients added continually to the plaque. Further, the City Council will award a personalized certificate to the individual or group. Nominations for the award may be made by City Councilors as well as members of the general public and will be reviewed for consideration by the City Council. Following a vote by the Council to name an award recipient, a recognition ceremony will be held at a regularly scheduled City Council meeting.**

**Planning & Development: January 7, 2015**

**COMMITTEE RECOMMENDATION:** On a motion by Councilor Fonvielle, seconded by Councilor LeBlanc, the Planning & Development Committee voted 3 in favor, 0 opposed, to recommend that the City Council permit the

Lone Gull 10K Road Race sponsored by the Children's Center for Communication to be held Sunday, September 20, 2015 with the following conditions:

1. A Certificate of Insurance naming the City of Gloucester as an additional insured party has been filed with the City Clerk's office on or before August 31, 2015.
2. Road Closure Plan:  
Memoranda from the Police Department and the Fire Department or approvals through the Special Events Advisory Committee giving approval of the plans for the Lone Gull 10K Road Race on or before September 14, 2015. Roads to be closed are to be marked with signage directing the public as to the duration of the closure and alternate routes. Traffic and parking plan and police detail information by the Police Chief or his designee is to be filed with the City Clerk and the DPW Director or his designee on or before September 14, 2015.
3. Refuse and Comfort Stations:  
All event refuse and recycling must be removed by the organizer. Any portable toilets (with two handicapped accessible) are to be provided and maintained by the organizer, placed the evening before the day of the event or early in the morning of the day of the event and be removed by 1:00 p.m., Sunday, September 20, 2015.
4. Emergency Services:  
Any EMS requirements of the City EMS Director must be met.
5. Staffing:  
Event staff is to have cell phones and be identified by the public with distinct shirts. A list of event staff and their cell phone numbers is to be submitted to the Police, Fire, or DPW Departments.
6. Notification of Immediate Abutters and Businesses to Parade Route:  
Notice shall be made by the event organizer by hand or by mail no later than 7 (seven) days in advance of the event to any function halls, motels and hotels, and other businesses along the race route.
7. Responsibility of the Children's Center for Communication:  
The applicant is also required to obtain any necessary approvals from the Licensing Board, the Health Department, and the Licensing Commission. It is the sole responsibility of the Children's Center for Communication to ensure that all required documentation is timely filed with the appropriate City departments as indicated. Failure to comply with any conditions precedent may result in permit revocation. Any changes to the route must receive prior approval from the Police and Fire Departments.

#### **DISCUSSION:**

**Councilor Verga** said that this event has been run for many years with no changes from last year's plans. He noted that the Special Events Advisory Committee voted in favor of holding the 2015 event as did P&D.

**MOTION:** On a motion by Councilor Verga, seconded by Councilor Cox, the City Council voted 8 in favor, 0 opposed, 1 (LeBlanc) absent, to permit the Lone Gull 10K Road Race sponsored by the Children's Center for Communication to be held Sunday, September 20, 2015 with the following conditions:

1. A Certificate of Insurance naming the City of Gloucester as an additional insured party has been filed with the City Clerk's office on or before August 31, 2015.
2. Road Closure Plan:  
Memoranda from the Police Department and the Fire Department or approvals through the Special Events Advisory Committee giving approval of the plans for the Lone Gull 10K Road Race on or before September 14, 2015. Roads to be closed are to be marked with signage directing the public as to the duration of the closure and alternate routes. Traffic and parking plan and police detail information by the Police Chief or his designee is to be filed with the City Clerk and the DPW Director or his designee on or before September 14, 2015.
3. Refuse and Comfort Stations:  
All event refuse and recycling must be removed by the organizer. Any portable toilets (with two handicapped accessible) are to be provided and maintained by the organizer, placed the evening before the day of the event or early in the morning of the day of the event and be removed by 1:00 p.m., Sunday, September 20, 2015.
4. Emergency Services:



**Any EMS requirements of the City EMS Director must be met.**

**5. Staffing:**

Event staff is to have cell phones and be identified by the public with distinct shirts. A list of event staff and their cell phone numbers is to be submitted to the Police, Fire, or DPW Departments.

**6. Notification of Immediate Abutters and Businesses to Parade Route:**

Notice shall be made by the event organizer by hand or by mail no later than 7 (seven) days in advance of the event to any function halls, motels and hotels, and other businesses along the race route.

**7. Responsibility of the Children's Center for Communication:**

The applicant is also required to obtain any necessary approvals from the Licensing Board, the Health Department, and the Licensing Commission. It is the sole responsibility of the Children's Center for Communication to ensure that all required documentation is timely filed with the appropriate City departments as indicated. Failure to comply with any conditions precedent may result in permit revocation. Any changes to the route must receive prior approval from the Police and Fire Departments.

COMMITTEE RECOMMENDATION: On a motion by Councilor Fonvielle, seconded by Councilor LeBlanc, the Planning & Development Committee voted 3 in favor, 0 opposed, to recommend that the City of Gloucester accept ownership of and full responsibility for the sewer extension and all existing laterals based on submitted "as built" that lay within the streets known as Eagle Road in its entirety constructed by Jim Ketchopoulos and Sons, 40 School Street, Rockport, MA, and as shown on the plan entitled "As-Built Sewer Extension Plan" prepared by Gateway Engineering, 33 Forest Hill Avenue, Lynnfield, MA, dated 9/28/08 with the following conditions:

1. That the existing current DPW Rules and Regulations pertaining to the city's acceptance of private sewers are adhered to;
2. That the homeowner residing at Eagle Road #4 represented by Nicolette C. Van Stigt of Eagle Road and the City of Gloucester by its appropriate Administrative staff coordinates the execution and exchange of all documents deemed necessary by the City of Gloucester's legal office to effectuate the transfer of ownership and control of the as-built sewer project to the City of Gloucester.

**DISCUSSION:**

**Councilor Verga** noted the acceptance of the Eagle Road private sewer was recommended by the DPW Director.

**MOTION: On a motion by Councilor Verga, seconded by Councilor Cox, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (LeBlanc) absent, that the City of Gloucester accept ownership of and full responsibility for the sewer extension and all existing laterals based on submitted "as built" that lay within the streets known as Eagle Road in its entirety constructed by Jim Ketchopoulos and Sons, 40 School Street, Rockport, MA, and as shown on the plan entitled "As-Built Sewer Extension Plan" prepared by Gateway Engineering, 33 Forest Hill Avenue, Lynnfield, MA, dated 9/28/08 with the following conditions:**

1. That the existing current DPW Rules and Regulations pertaining to the city's acceptance of private sewers are adhered to;
2. That the homeowner residing at Eagle Road #4 represented by Nicolette C. Van Stigt of Eagle Road and the City of Gloucester by its appropriate Administrative staff coordinates the execution and exchange of all documents deemed necessary by the City of Gloucester's legal office to effectuate the transfer of ownership and control of the as-built sewer project to the City of Gloucester.

The Council recessed at 8:16 p.m. and reconvened at 8:22 p.m.

**Scheduled Public Hearings:**

1. PH2015-001: Amend GCO Chapter 2, Article V by adding new subsection re: The Linzee Coolidge Philanthropy Award Committee

This public hearing is opened at 8:22 p.m.

**Those speaking in favor: None.**

**Those speaking in opposition: None.**

**Communications: None.**

**Councilor Questions: None.**

**This public hearing is closed at 8:22 p.m.**

COMMITTEE RECOMMENDATION: On a motion by Councilor Verga, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO c. 2, Article V Boards, Commissions, Councils and Committees, The Linzee Coolidge Philanthropy Award Committee by adding a new subsection Div. 6B as follows:

#### DIVISION 6B. THE LINZEE COOLIDGE PHILANTHROPY AWARD COMMITTEE

##### Sec. 2-477. Purpose

The Linzee Coolidge Philanthropy Award is hereby created in honor and recognition of the contributions made by Linzee Coolidge through the Dusky Foundation to organizations which benefit the citizens of Gloucester. The Linzee Coolidge Philanthropy Award is created to foster philanthropy in Gloucester and to encourage others to model their philanthropic giving on Linzee Coolidge's generosity and commitment to the civil community of Gloucester.

##### Sec. 2-478. Criteria

The Linzee Coolidge Philanthropy Award is the highest honor for philanthropic giving, financial or otherwise, to be bestowed by the City of Gloucester. As such, the Linzee Coolidge medallion may be awarded to individuals who demonstrate substantial generosity and contributions to the City of Gloucester which meet or exceed the contributions in the tradition of Samuel Sawyer and Linzee Coolidge.

##### Sec. 2-479. Medallion

The Linzee Coolidge Philanthropy Medallion shall be awarded to a citizen in appreciation for outstanding generosity, caring and notable philanthropy which has contributed to the betterment of the community.

##### Sec. 2-480. Committee

- a) There shall be a Linzee Coolidge Philanthropy Award Committee which shall consist of four persons appointed by the mayor. The mayor shall serve on the Committee and shall be the fifth member thereof. The terms of the members shall be coterminous with the Mayor.
- b) None of the four appointed members of the Committee shall hold any elective or appointive office with the government of the City when appointed, and should they later hold such an office, their membership on the Committee shall be declared vacated. The Committee shall serve an executive function within the administration of the Mayor's Office.

##### Sec. 2-481. Chairperson

The mayor or his/her designee shall be the chairperson of the Committee.

##### Sec. 2-482. Duties

It shall be the duty of the Linzee Coolidge Philanthropy Award Committee to establish and seek to maintain high standards for bestowing the award on any person demonstrating a substantial record of generosity and commitment to the civil community of the City of Gloucester. The Committee, after investigation and consideration of all the facts, shall recommend to the City Council the awarding of the Linzee Coolidge Philanthropy Medallion to such person or persons as the Committee deems deserving to receive the award.

#### **DISCUSSION:**

**Council President McGeary** explained that at the December meeting the Council presented Mr. Coolidge with the first of the Linzee Coolidge awards, and at the time it was determined it would be a good thing to have a medal for those who make similar gifts of philanthropy to the city, modeled on the Mariner's Medal as well, and recommended the ordinance amendment adoption.

**MOTION: On a motion by Councilor Verga, seconded by Councilor Lundberg, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (LeBlanc) absent, to Amend GCO c. 2, Article V Boards, Commissions, Councils and Committees, The Linzee Coolidge Philanthropy Award Committee by adding a new subsection Div. 6B as follows:**

#### **DIVISION 6B. THE LINZEE COOLIDGE PHILANTHROPY AWARD COMMITTEE**

##### **Sec. 2-477. Purpose**

The Linzee Coolidge Philanthropy Award is hereby created in honor and recognition of the contributions made by Linzee Coolidge through the Dusky Foundation to organizations which benefit the citizens of Gloucester. The Linzee Coolidge Philanthropy Award is created to foster philanthropy in Gloucester and to encourage others to model their philanthropic giving on Linzee Coolidge's generosity and commitment to the civil community of Gloucester.

##### **Sec. 2-478. Criteria**

The Linzee Coolidge Philanthropy Award is the highest honor for philanthropic giving, financial or otherwise, to be bestowed by the City of Gloucester. As such, the Linzee Coolidge medallion may be awarded to individuals who demonstrate substantial generosity and contributions to the City of Gloucester which meet or exceed the contributions in the tradition of Samuel Sawyer and Linzee Coolidge.

##### **Sec. 2-479. Medallion**

The Linzee Coolidge Philanthropy Medallion shall be awarded to a citizen in appreciation for outstanding generosity, caring and notable philanthropy which has contributed to the betterment of the community.

##### **Sec. 2-480. Committee**

- a) There shall be a Linzee Coolidge Philanthropy Award Committee which shall consist of four persons appointed by the mayor. The mayor shall serve on the Committee and shall be the fifth member thereof. The terms of the members shall be coterminous with the Mayor.
- b) None of the four appointed members of the Committee shall hold any elective or appointive office with the government of the City when appointed, and should they later hold such an office, their membership on the Committee shall be declared vacated. The Committee shall serve an executive function within the administration of the Mayor's Office.

##### **Sec. 2-481. Chairperson**

The mayor or his/her designee shall be the chairperson of the Committee.

##### **Sec. 2-482. Duties**

It shall be the duty of the Linzee Coolidge Philanthropy Award Committee to establish and seek to maintain high standards for bestowing the award on any person demonstrating a substantial record of generosity and commitment to the civil community of the City of Gloucester. The Committee, after investigation and consideration of all the facts, shall recommend to the City Council the awarding of the

**Linzee Coolidge Philanthropy Medallion to such person or persons as the Committee deems deserving to receive the award.**

**2. PH2015-002: Loan Order 2014-011: Loan Authorization in the amount of \$460,000 for the Coastal Community Resilience Grant Program, Little River Restoration**

**This public hearing is opened at 8:25 p.m.**

**Those speaking in favor:**

**John Dunn**, CFO, explained that this loan order even though it is in the gross amount of \$460,000 is really intended to cover a match of \$150,000 for the \$310,000 grant from the state. They are asking the Council approve the match funds at maximum of \$150,000. The loan would entail a modest principal payment of \$7,500 a year and the interest in the first year of \$5,500 would decline through the life of the loan, he said.

**Those speaking in opposition: None.**

**Communications: None.**

**Councilor Questions:**

**Council President McGeary** said the authorization language is for \$460,000 but the intent is to only bond for \$150,000. **Mr. Dunn** assured the Council that the maximum amount of debt issued will be \$150,000, but the language from state Bond Counsel is to authorize borrowing for the entire project cost of \$460,000 and is typical loan order language.

**This public hearing is closed at 8:28 p.m.**

COMMITTEE RECOMMENDATION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve the following loan order:

Ordered: That the City of Gloucester appropriates Four Hundred Sixty Thousand Dollars (\$460,000) to pay costs of surface drainage improvement projects at the West Gloucester Water Treatment Plant, including the payment of all costs incidental or related thereto. To meet this appropriation the Treasurer, with the approval of the Mayor is authorized to borrow said amount under and pursuant to M.G. L. Chapter 44, Section 7(1), or pursuant to any other enabling authority. The Mayor and another appropriate official of the City are authorized to apply for and accept any and all grants or gifts that may be available to the City to pay costs of the project provided that the amount of the authorized borrowing shall be reduced by the amount of such aid received prior to the issuance of bonds or notes under this order.

Further Ordered: That the Treasurer is authorized to file an application with the Municipal Finance Oversight Board to qualify under Chapter 44A of the General Laws any or all of the bonds authorized by this order and to provide such information and execute such documents as the Municipal Finance Oversight Board may require for these purposes.

**DISCUSSION:**

**Councilor Cox** explained there was a grant acceptance that will subsidize the cost of the Little River restoration project, saying it is a winning situation for the city. She noted this was an extremely competitive grant which the city won, and is the city's best interest to move forward with the grant match financing.

**Councilor Fonvielle** pointed out this is about the restoration of an environmental asset and was a positive thing to do. The area is approximately where Rte. 133 has a large bend in the road near the water treatment plant adjacent to the Wellspring House property on Essex Avenue.

**Council President McGeary** thanked Wellspring House their cooperation which entailed a small land swap with the city allowing the restoration project to move forward.

**MOTION: On a motion by Councilor Cox, seconded by Councilor Fonvielle, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (LeBlanc) absent, to approve the following loan order:**

Ordered: That the City of Gloucester appropriates Four Hundred Sixty Thousand Dollars (\$460,000) to pay costs of surface drainage improvement projects at the West Gloucester Water Treatment Plant, including the payment of all costs incidental or related thereto. To meet this appropriation the Treasurer, with the

approval of the Mayor is authorized to borrow said amount under and pursuant to M.G. L. Chapter 44, Section 7(1), or pursuant to any other enabling authority. The Mayor and another appropriate official of the City are authorized to apply for and accept any and all grants or gifts that may be available to the City to pay costs of the project provided that the amount of the authorized borrowing shall be reduced by the amount of such aid received prior to the issuance of bonds or notes under this order.

**Further Ordered:** That the Treasurer is authorized to file an application with the Municipal Finance Oversight Board to qualify under Chapter 44A of the General Laws any or all of the bonds authorized by this order and to provide such information and execute such documents as the Municipal Finance Oversight Board may require for these purposes.

**3. PH2015-003: Amend GCO Sec. 22-269 "Stop Intersections" by adding Flume Road at its intersection with Fuller Street**

**This public hearing is opened at 8:31 p.m.**

**Those speaking in favor: None.**

**Those speaking in opposition: None.**

**Communications: None.**

**Councilor Questions: None.**

**This public hearing is closed at 8:31 p.m.**

**COMMITTEE RECOMMENDATION:** On a motion by Councilor LeBlanc, seconded by Councilor Verga, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO Chapter 22 "Traffic," Sec. 22-269 "Stop intersections" by ADDING: "Flume Road at its intersection with Fuller Street."

**DISCUSSION:**

**Councilor Fonvielle** stated that this is in the area of the Magnolia Fire Station which is at the bottom of a hill making it an important to maintain vehicular safety. There is talk of making Lexington Avenue one way to Flume Road so that this would be a timely change, he said.

**MOTION:** On a motion by Councilor Verga, seconded by Councilor Fonvielle, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (LeBlanc) absent, to Amend GCO Chapter 22 "Traffic," Sec.22-269 "Stop intersections" by ADDING: "Flume Road at its intersection with Fuller Street."

**4. PH2015-004: Amend GCO Sec. 22-269 "Stop Intersections" by adding Crafts Road for motor vehicles heading in a northerly direction at its intersection with Ye Old County Road**

**This public hearing is opened at 8:33 p.m.**

**Those speaking in favor: None.**

**Those speaking in opposition: None.**

**Communications: None.**

**Councilor Questions: None.**

**This public hearing is closed at 8:33 p.m.**

**COMMITTEE RECOMMENDATION:** On a motion by Councilor LeBlanc, seconded by Councilor Verga, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO Chapter 22 "Traffic," Sec.22-269 "Stop intersections" by ADDING: "Crafts Road at the intersection with Ye Old County Road."

**DISCUSSION:**

**Councilor Fonvielle** explained Crafts Road is a major thoroughfare in Magnolia, and that a portion of this the intersection is blind to one side, and an area with young children which makes the installation of a stop sign appropriate.



**MOTION: On a motion by Councilor Verga, seconded by Councilor Fonvielle, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (LeBlanc) absent, to Amend GCO Chapter 22 "Traffic," Sec. 22-269 "Stop intersections" by ADDING: "Crafts Road at the intersection with Ye Old County Road."**

**5. PH2015-005: Amend GCO Sec. 22-153 "Privately-owned open-air parking spaces"**

**This public hearing is opened at 8:35 p.m.**

**Those speaking in favor:**

**Those speaking in opposition: None.**

**Communications:** Angela Procaccini, owner of one of the two permitted licensed open air private parking lots at 2 Long Beach Road, expressed her support of the ordinance amendment.

**Councilor Questions: None.**

**This public hearing is closed at 8:35 p.m.**

**COMMITTEE RECOMMENDATION:** On a motion by Councilor Theken, seconded by Councilor Stewart, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO c. 22, Sec. 22-153 "Privately owned open-air parking spaces by DELETING the entire section and adding a new Section 22-153 as follows:

- (a) *Authority to grant license and compliance with zoning.* The City Council is authorized to grant licenses for the conduct or maintenance of open-air parking spaces, pursuant to MGL c.148 §56 following a public hearing as specified in subsection (e) of this section. Applicants for a license under this section must first obtain any necessary zoning relief required by sec. 2.3.6 (1) or (2) of the Zoning Ordinance for parking lots or obtain certification from the Building Inspector that no such relief is needed. Any applicant who does not own the premises shall provide written permission of the property owner with the application.
- (b) *Contents, limitations, suspension and revocation of license.* Every license issued under this section shall specify the premises to be occupied by the licensee as shown on a plan to be submitted to the City Council and shall be subject to all the provisions of MGLc.148 §56. The license may be suspended or revoked by the City Council and the Fire Chief after notice and a public hearing. Licenses shall be non-transferable.
- (c) *Penalty for engaging in business without a license.* Any person or entity who engages in the business of conducting an open air parking space without the license required herein shall be subject to the penalty of \$300 as provided in MGL c.148 §56.
- (d) *Fee for open-air parking.* The fee for the initial license granted shall be \$100 plus an additional \$10 for each parking space and said license shall expire each year on April 30<sup>th</sup> and be renewable on a yearly basis for the same fee.
- (e) *Review by City Council and Public Hearing.* The City Council shall hold a public hearing every 5 years to determine if the license shall be reissued for another 5 year term with 7 days' notice to abutters to be given by the parking lot applicant/operator.

**DISCUSSION:**

**Linda T. Lowe**, City Clerk, explained that due to the recent renewals of the city's two permitted licensed open-air parking lots, it came to the Planning & Development Committee's attention that there was a need to update and amend the section of the ordinance that governs the permitting process. She said a lot of the provisions in the ordinance are quite old with some being less than clear, including the terms of the permit when granted. The owners of the two permitted open air parking lots have seen the changes; she pointed out, and are in agreement with them.

**Council President McGeary** advised that Mrs. Procaccini, a constituent of his, had pointed out an internal discrepancy in the ordinance of a three-year term and a five-year renewal. There was an effort to make the length of the terms of the permits to be in accordance with each other.

**MOTION: On a motion by Councilor Verga, seconded by Councilor Cox, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (LeBlanc) absent, to Amend GCO c. 22, Sec. 22-153 "Privately owned open-air parking spaces by DELETING the entire section and adding a new Section 22-153 as follows:**

(a) *Authority to grant license and compliance with zoning.* The City Council is authorized to grant licenses for the conduct or maintenance of open-air parking spaces, pursuant to MGL c.148 §56 following a public hearing as specified in subsection (e) of this section. Applicants for a license under this section must first obtain any necessary zoning relief required by sec. 2.3.6 (1) or (2) of the Zoning Ordinance for parking lots or obtain certification from the Building Inspector that no such relief is needed. Any applicant who does not own the premises shall provide written permission of the property owner with the application.

(b) *Contents, limitations, suspension and revocation of license.* Every license issued under this section shall specify the premises to be occupied by the licensee as shown on a plan to be submitted to the City Council and shall be subject to all the provisions of MGLc.148 §56. The license may be suspended or revoked by the City Council and the Fire Chief after notice and a public hearing. Licenses shall be non-transferable.

(c) *Penalty for engaging in business without a license.* Any person or entity who engages in the business of conducting an open air parking space without the license required herein shall be subject to the penalty of \$300 as provided in MGL c.148 §56.

(d) *Fee for open-air parking.* The fee for the initial license granted shall be \$100 plus an additional \$10 for each parking space and said license shall expire each year on April 30<sup>th</sup> and be renewable on a yearly basis for the same fee.

(e) *Review by City Council and Public Hearing.* The City Council shall hold a public hearing every 5 years to determine if the license shall be reissued for another 5 year term with 7 days' notice to abutters to be given by the parking lot applicant/operator.

**6. PH2015-006: SCP2014-12: Thatcher Road #78, Map 179, Lot 44, GZO Sec. 2.3.1.7 conversion to or new multi-family or apartment dwelling, four to six dwelling units and Sec. 5.7.1 Major Projects**

Ms. Lowe explained that the City Council was in receipt of a letter from the applicant requesting a continuance to January 27 which would otherwise take the application past its statutory deadline.

Council President McGeary then opened the public hearing at 8:38 p.m. and announced its continuance to January 27, 2015.

**7. PH2015-007: SCP2014-013: Mt. Pleasant Avenue #125, Map 79, Lot 17, GZO Sec. 1.10.1(a) and Sec. 3.1.6(b) building height in excess of 35 feet**

This public hearing is opened at 8:39: p.m.

Those speaking in favor:

**Attorney Joel Favazza**, Seaside Legal Solutions, 111 Main Street, Gloucester, representing Marc and Melissa Cunningham, owners of Mt. Pleasant Avenue #125, Map 79, Lot 17, explained the following regarding the Special Council Permit application of the Cunningham's who are seeking a height exception:

OVERVIEW:

The house has been in Mr. Cunningham's family for many years. The current owners purchased the family home 10 years ago and began renovations on the existing portion of the house while living in it, which are now completed. Phase 2 of their long-term plan is for an addition now being completed that will seat a second unit which they have moved into with a prospective purchaser having moved into the first unit as a tenant, with an eye once permitted that the two units will be made into a two-unit condominium. He noted a site plan (on file) to the Council, and described the large lot which is almost 49,000 square feet which is about five times the minimum lot size. He noted there is a 20 foot side yard setback to the property, although the Zoning Ordinance only calls for a 10 foot setback, and 20 feet front and rear. He indicated there is a 20 foot border around the entire lot. The addition sits northwest of the current house. At its highest the addition is actually is 34 feet, 3 inches above average grade and otherwise meets all the normal requirements for the Zoning Ordinance and has received the necessary permission from the Zoning Board of Appeals (ZBA).

Due to a technicality that although the existing house is not being altered, the matter is before the Council because the way the city measures average grade for a structure is by taking measurements of the elevation at all corners of the structure and average it. Because the addition is down grade and adding a lot of corners with lower elevations, technically the ridge line of the existing house although not physically being altered, its height is going from 37 feet, 3 inches above average grade to 38 feet, 8 inches above average grade and requires a Special Council Permit.

**GZO SEC. 1.8.3 and 3.1.6 (b) COMPLIANCE:**

**Mr. Favazza** acknowledged that the application six requirements of GZO Sec. 1.8.3 for a Special Council Permit as follows:

1. Social, economic and community needs: The lot is almost five times the minimum lot size for an R-10 lot (medium/high density residential). By allowing another unit on the property fulfills the goals of the zoning district.
2. Traffic flow and safety: The lot contains a more than adequate driveway with plenty of parking on site.
3. Utilities and other public services: The lot is sited in a residential neighborhood, and the existing building has adequate utilities.
4. Neighborhood character and social structure: It was reiterated this was a medium/high density residential area and adding a unit to an existing home fits in.
5. Qualities of the Natural Environment: Even with the addition to the main building, it will still be only 11 percent lot coverage, and therefore there would be a large amount of natural greenspace remaining.
6. Potential fiscal impact: Through the sale of the second unit, it will allow the current owners to finance the construction of the second unit and allow them to move back onto the property.

Under Sec. 3.1.6(b) which is criteria for a Special Permit for Building Heights in Excess of Sec. 3.2 Limits,

**Mr. Favazza** conveyed the following information:

1. The height must be in keeping with neighborhood character. The trigger for the Special Council Permit is the 100 year old house. Within the immediate vicinity there are at least three other lots where there are actually two separate buildings with a dwelling unit in each, and so the addition to the applicant's property is fitting.
2. The height is not substantially detrimental to the neighborhood as there is no obstruction of views, overshadowing, and impairment of utilities to neighboring properties or other adverse impacts.
3. The lot is almost five times larger than required under the Zoning Ordinance and provides no detriment to the neighborhood. It was noted that many neighbors came out in support of the changes to the property at the ZBA public hearing as well as putting forward of their own volition a petition containing 19 signatures in support of the Cunningham's application (on file).

Pointing out that the project has strong neighborhood support, and meets the various zoning ordinance factors, he asked the Council to grant a Special Council Permit for a height exception.

**Those speaking in opposition: None.**

**Communications: None.**

**Councilor Questions:**

Responding to a question from **Councilor Ciolino**, **Mr. Favazza** reiterated the height exception is for 38 feet, 8 inches.

**Mr. Favazza** pointed out on the displayed lot plan to the **Council President**, at his inquiry, a series of garages which will remain untouched that have been on the property for some time.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor Lundberg, seconded by Councilor LeBlanc, the Planning & Development Committee voted 3 in favor, 0 opposed, to recommend that the City Council grant to Marc Cunningham and Melissa Cunningham a Special Council Permit (SCP2014-013) for the property located at Mt. Pleasant Avenue #125 (Assessor's Map 79, Lot 17), zoned R-10, pursuant to Gloucester Zoning Ordinance Sections 1.10.1(a)(1) and 3.1.6(b) for a building height in excess of 35 feet, for a residential building to be 38 feet, 8 inches (for a total height exception of 3 feet, 8 inches over 35 feet). This Special Council Permit is made on the basis of the plans and elevations dated 10/18/14 by Jason Gove, Architect, 5 Autumn Lane, Gloucester, MA, as submitted to the City Clerk on November 12, 2014, and on the Zoning Board of Appeals Decision dated November 4, 2014 for conversion to a two-family residential building.

**DISCUSSION:**

**Councilor Verga** said that the P&D Committee endorsed unanimously endorsed this application for a height exception as it is in keeping with the neighborhood. This application also meets the six standards under GZO Sec. 1.8.3 for a Special Council Permit and is in harmony with its intent.

**Mr. Favazza** discussed with **Councilor Stewart** and **Ms. Lowe** that the City Council under the zoning ordinance has the authority to direct any city staff to write a decision for adoption which he offered to draft given that at this time there is no General Counsel on city staff. **Ms. Lowe** offered to work with applicants' attorneys during this time so that the Council adoption of decisions is not unduly held up.



**Councilor Stewart** and **Council President McGeary** discussed briefly the overlap of criteria for height exceptions and the intent of the Zoning Ordinance, which **Councilor Stewart** noted he was a member of the committee that drafted that particular ordinance and expressed his concern.

**MOTION:** On a motion by Councilor Verga, seconded by Councilor Cox, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (LeBlanc) absent, to grant to Marc Cunningham and Melissa Cunningham a Special Council Permit (SCP2014-013) for the property located at Mt. Pleasant Avenue #125 (Assessor's Map 79, Lot 17), zoned R-10, pursuant to Gloucester Zoning Ordinance Sections 1.10.1(a)(1) and 3.1.6(b) for a building height in excess of 35 feet, for a residential building to be 38 feet, 8 inches (for a total height exception of 3 feet, 8 inches over 35 feet). This Special Council Permit is made on the basis of the plans and elevations dated 10/18/14 by Jason Gove, Architect, 5 Autumn Lane, Gloucester, MA, as submitted to the City Clerk on November 12, 2014, and on the Zoning Board of Appeals Decision dated November 4, 2014 for conversion to a two-family residential building.

**For Council Vote:**

**1. Election of Council Vice President**

**Council President McGeary** suggested the rules be followed as the Council did for filling a Councilor position. He explained that a Councilor must be nominated and seconded by a member of the Council and that the successful candidate would need to receive five votes. With the absence of Councilor LeBlanc, reaching a five vote majority may be difficult with eight Councilors present but that he would like to proceed to start the voting.

**Councilor Verga**, noting that the Council was in receipt of an email from Councilor Steven LeBlanc asking this matter be postponed until he could be present, moved that the election of a Council Vice President matter be held at the next Council meeting, and was seconded by **Councilor Cox**. She said she would appreciate more time to speak with the candidates which she hadn't done yet in belief the matter would have been postponed because of Councilor LeBlanc's absence this evening.

**Councilors Lundberg** and **Ciolino** also voiced their endorsement to continue the matter of the vote for a Council Vice President to the Jan. 27 Council meeting.

**This matter is continued to January 27, 2015.**

**Unfinished Business: None.**

**Individual Councilor's Discussion including Reports by Appointed Councilors to Committees: None.**

**Councilors' Requests to the Mayor:**

**Councilor Stewart** said that the plan for a power outage for eight hours on January 20 in Annisquam by National Grid has been cancelled and will be rescheduled for a warmer day at a later date. **Council President McGeary** commended the work of Councilor Stewart in working with National Grid to postpone a planned power outage in order to complete necessary infrastructure work in that area.

**Councilor Cox** noted there is a Tourism Commission meeting on Thursday, Jan. 15 at 6 p.m., 3<sup>rd</sup> fl. Conference Room at City Hall, and on Tuesday, Jan. 20 at 6 p.m. when at that time the Commission will take up the matter of the Phase 2 marketing strategy five-year plan; the Elks are hosting a reception for returning veterans Saturday, Jan. 17 from 12 noon to 3 p.m.; Action has open house on Thursday, Jan. 29, 4:00 to 6:00 p.m. to showcase their adult education and job training programs.

**Councilor Lundberg** said on Thursday, Jan. 22 he will be attending in his capacity as a hospital board member a retirement party for Dennis Conroy, President of Northeast Hospital Corporation. He added in his capacity as a City Councilor would convey the city's best wishes to Mr. Conroy.

**Councilor Ciolino** expressed his pleasure to be back with the Council. He welcomed back Councilor Whynott from his three week vacation in Florida.

**Council President McGeary** reminded the public of the joint meeting of the Council and Fisheries Commission on Friday, Jan. 16 at 1 p.m. in Kyrouz Auditorium on the future of the fisheries and what can be looked forward to and be hoped for as a city, harbor and as industries. There will also be a joint meeting of the School Committee and City Council on Thursday, Jan. 22 at 7 p.m. likely to take place at Gloucester High School Library, which has yet to be confirmed, to talk about common issues including a presentation on the high level view of options for the city's elementary schools. He encouraged the Council to submit matters they wish to add to that agenda.

**A motion was made, seconded and voted unanimously to adjourn the meeting at 9:02 p.m.**

**Respectfully submitted,**

**Dana C. Jorgensson  
Clerk of Committees**

**DOCUMENTS/ITEMS SUBMITTED AT MEETING:**

- **Poem – The Ship of Gloucester Set at Full Sail by Peter A. Todd, Poet Laureate of Gloucester**
- **Written statement under Oral Communications by Kathryn Goodick, 10 Dogtown Road**

**DRAFT**

**SPECIAL GLOUCESTER CITY COUNCIL MEETING**  
**With the Gloucester Fisheries Commission**  
Thursday, January 16, 2015 – 1:00 p.m.  
Kyrouz Auditorium – City Hall  
**-MINUTES-**

**Present-City Council:** Chair, Councilor Paul McGeary; Councilor Melissa Cox; Steven LeBlanc, Jr.; Councilor Greg Verga; Councilor Paul Lundberg; Councilor William Fonvielle; Councilor Robert Stewart; Councilor Robert Whynott

**Absent:** Councilor Ciolino

**Also Present:** Linda T. Lowe; Dana C. Jorgensson

Councilor Cox entered the meeting at 1:16 p.m. and Councilor LeBlanc entered the meeting at 1:54 p.m.

Councilor Whynott left the meeting during the recess.

**Present-Fisheries Commission:** Chair, Mark Ring; Angela Sanfilippo; Al Cottone; Joseph Orlando; Scott O. Swicker; William Brown

**Absent:** Paul Vitale.

William Brown left the meeting at 2:20 p.m.

**City of Gloucester Administration Representatives Present:** Mayor of the City of Gloucester, Sefatia Theken; Jim Destino; Salvatore Di Stefano, Sr.; Tom Gillett; former Mayor John Bell

**Also Present-Federal and State Government Representatives:** Congressman Seth Moulton; State Senator Bruce Tarr; David Pierce, Deputy Director-State Division of Marine Fisheries and New England Fisheries Management Council member (NEFMC); Ariel Vega, Jr. of Sen. Elizabeth Warren's office; Kate Machet of Sen. Edward Markey's office; Morgan Bell of State Rep. Ann-Margaret Ferrante's office; John K. Bullard, Regional Administrator, National Oceanographic and Atmospheric Administration (NOAA).

President of the City Council, Paul McGeary, and the Chair of the Gloucester Fisheries Commission, Mark Ring, called their respective meetings to order at 1:10 p.m., opening the meeting entitled, "The Future of the Fisheries of Gloucester".

**Flag Salute & Moment of Silence:** Council President McGeary dedicated the Moment of Silence in memory of the 5,300 Gloucester fishermen who lost their lives at sea whose names are inscribed on the Fisherman at the Wheel statue cenotaph.

Council President McGeary welcoming and thanking those present, pointed out Gloucester is America's oldest seaport and that it is important to maintain that legacy and ensure that it continues to prosper. He added this meeting is to be a pathway for a candid and frank exchange of views as to what and how the industry can move forward.

Mark Ring, Chair, Fisheries Commission, on behalf of the Commission thanked the elected officials for their presence. He thanked Council President McGeary for putting the meeting together. He said this is to allow everyone to have an overview of the city's fisheries. Not all industries are in disaster mode, he noted, but all have their issues and need attention. He said he hoped those present leave with a better understanding of where the fisheries are and where the fisheries need to go by having an open, constructive discourse.

Members of the Fisheries Commission and the Council that were present were introduced.

Council President McGeary reviewed the two topics under the agenda for the meeting: Short-term assistance and opportunities for the fishing industry and the long-term direction of the fisheries. He acknowledged representatives from Senator Edward Markey's office, Senator Elizabeth Warren's office and State Representative Ann-Margaret Ferrante.

Mayor Sefatia Theken welcomed everyone including Congressman Seth Moulton, State Senator Bruce Tarr, John K. Bullard, National Oceanic and Atmospheric Administration's Regional Administrator, Dr. David Pierce, Deputy Director of the State of Mass. Division of Marine Fisheries and member, New England Fisheries Management Council (NEFMC); and other guests. Mayor Theken acknowledged her Chief Administrative Officer, Jim Destino. She announced she would have monthly meetings with Sen. Tarr and Rep. Ferrante's office. She said someone had asked her why the city isn't getting the grant money it deserves to promote its waterfront which she

expressed she wished to remedy. She said because fishermen are focused on restrictions affecting their industry, there is a co-existence and a desire to work together for the betterment of the industry and the city that needs to move forward. She said what comes from her office is a united front and invited city residents to view her office as open to them to air their opinions on this matter and help the city form it's united front. The Mayor also highlighted her desire to work with Congressman Moulton and help educate him so that he would better know how to assist his Cape Ann constituents. The city has a working waterfront, she said, and each sector of it needs diversity to ensure economic development; and to view the city's waterfront as its new economic development zone. She highlighted Salvatore DiStefano Sr.'s appointment as Director of Economic Development to move such matters forward. She said that if people think the science doesn't match then money needs to be found to find scientists who can bring forward the information that the groups can use to negotiate with regard to fishing restrictions.

**Congressman Seth Moulton** said he was present to listen but observed that everyone in the auditorium wants a sustainable fishery and is the common goal. He noted he has a lot to learn and looked forward to helping to reach the common goal.

**State Senator Bruce E. Tarr**, noted that Rep. Ferrante was at the statehouse working on legislative initiatives as it was the last day to file them. He acknowledged the presence of federal and state government representatives. He said that there are two issues that are at odds--rebuilding stocks of groundfish to preserve the resource and sustaining fishing infrastructure and waterfront businesses and families. He cited the efforts of the city's legislative delegation that resulted in the creation of the Mass. Seafood Marketing Commission to increase the value of limited catches, and make the public aware of underutilized fish species. He highlighted some "modest" assistance now available for new effort to make available capital to help waterfront property owners to maintain the critical infrastructure to support and maintain the city's commercial fisheries. He cited the case of Cape Pond Ice in which regulatory flexibility allowed a staple of the fishing industry to survive while it diversifies while not compromising its mission.

**Sen. Tarr** also highlighted legislation he would be filing which was hoped to generate more waterfront investment by providing low interest loans and grants to waterfront property owners and the commercial fishing industry, as well as to provide some tax relief. To continue to leave such things undone for the commercial fishing industry, he said, compromises safety and viability. He said the legislative delegation is looking forward to open and productive dialog and encouraged his federal counterparts to meet monthly with the City's Mayor as well. The way forward long-term depends on having a management scheme that keeps focus on the two goals which is required under the Saltonstall-Kennedy Act Grant Program and the Magnusson-Stevens Fisheries Reauthorization Act (Magnusson Act), managing fisheries to achieve sustainable yields and to allow commercial fisheries to harvest those yields to the benefit of all. He said there is need for an effort for understanding to science and reality of what is going on in the ocean through communication and common understanding. He noted Governor Baker pledged his support several weeks ago in Gloucester that he would lead an effort for scientific development using existing state resources and soliciting others to participate to put the intellectual capacity of the Commonwealth to work to have an independent understanding separate from the federal government but in harmony with it. He cautioned that the truth doesn't change; they just need to find it. He said in his opinion when found, it will be easier to make shared decisions and take shared responsibility to make important difficult steps forward that will require sacrifices. It can be done in such a way that is complementary to the National Oceanic and Atmospheric Administration (NOAA) and the common collective goal of a sustainable fisheries. He pledged his commitment to continue to find solutions.

**John Bullard**, Regional Administrator of NOAA, acknowledged the importance of the conversation taking place. He quoted the inscription on the auditorium wall, "Build not for today but for tomorrow as well," saying that it epitomizes what he has to balance daily between fish and fishermen, and the balance between today and tomorrow. Getting that balance right is the job at NOAA, he pointed out. He said he didn't want the loss of seaports, but that seaports have to evolve and change over time, noting that New Bedford is no longer a whaling seaport but is still a seaport. He said while NOAA has a job to do, they are here as the fisheries' partner. He explained that NOAA's job is to protect fish stocks, living marine resources; that in order to do that the agency has to make tough decisions. Sometimes the decisions, as in the case of the harbor porpoise a few years ago and in the recent case of cod, aren't welcome; but the regulations are made to preserve the fishing stock for the future. They are listening, speaking with many, he said, and with every conversation information is passed back and forth with mutual respect, NOAA is continuing to learn. He said that part of his job is to be as honest and straight in letting the fisheries know what NOAA is doing which isn't easy just as going to sea isn't easy.

**Mr. Bullard** explained some of the points of getting through the hard times of ground fishing noting that Gloucester is a diverse port and that the biggest moneymaker in Gloucester is lobstering, but ground fisheries are otherwise in tough times. He said there are many ideas and reports; there are ideas of seafood marketing to promote buying local which Angela Sanfilippo has been very involved in. He encouraged efforts to get the public to buy

locally. He said America has the toughest [fisheries] management in the world. He said consumers have to ask in restaurants, in supermarkets, at fishmongers, where their fish comes from and support their local fishermen. It is done all the time in agriculture, and the fisheries should be no different, he said. Seafood marketing is a way to start supporting higher prices for pollock and redfish, which is plentiful and delicious to eat.

He noted that the congressional delegation has secured disaster assistance for the fishing industry of \$75 million nationwide, with \$32.8 million headed for New England. While not enough, he said, the six state fisheries agency directors have agreed on a plan for \$11 million in direct assistance, including an outright grant of \$32,500 for everyone who landed 5,000 pounds. This idea was generated by the fishing industry, he noted. The states have different needs based on relative loss, he explained, and that Massachusetts has the greatest loss of all the states and so that \$8.3 million will be for customized shore side infrastructure, crew and other initiatives, managed by the State's Division of Marine Fisheries, with the funds available this month. The final \$11 million is scheduled to be for vessel buyout for those who have made the decision to get out of the fisheries business in order to recover some of their investment and at the same time strengthening those who want to stay in the industry.

He noted Mayor Theken's assertion that the city doesn't get enough grants and pointed out that one of the partners is the Economic Development Agency (EDA), a sister government agency to NOAA, and that the EDA has grants available. Saying he had a close relationship with that agency, **Mr. Bullard** encouraged the Mayor to call him as soon as the city submits a grant application, and he said that he will act as an advocate for the city. He noted that 100 grants had been submitted and that this region gets more grants than the rest of the country.

He said that exempted fishing permits are another way that cooperative research happens, and a number of them have come from Gloucester. Aquaculture is yet another way that change can happen where people can still provide seafood and work with fish. He noted that he was at an aquaculture conference in Maine several days prior which was attended by 450 people whose average age was 40 years old and came from North Carolina to Maine (the NOAA region of which Gloucester is a part). He said in that region \$220 million in seafood receipts were in aquaculture in 2013; the year before the industry harvested \$160 million, a one-year growth of \$60 million. By way of comparison he said that the entire groundfish harvest was \$60 million in one year. He also observed that the Massachusetts aquaculture industry is an \$18 million business, which indicates a rapid rate of growth. He said this is a way to support shore side businesses, and a way for people to have jobs on the ocean but cautioned that it involves change and people being willing to learning about it and cited that there is aquaculture activity already in Gloucester.

**Mr. Bullard** made note that NOAA is finishing a five-year strategic plan after much public discourse, and he offered copies of drafts.

**Joe Orlando**, Fisheries Commission member and commercial fisherman, said that Gulf of Maine cod is only one groundfish species out of 17 landed in Gloucester. He asked what the agency will do to facilitate the landings of the other groundfish stocks. **Mr. Bullard** conceded that a lot of the Gulf of Maine is closed to fishing even though the quota on haddock has doubled. A lot of the areas that are closed, he pointed out, are where the other species are. He encouraged Mr. Orlando to talk with him about the matter or others in NOAA to offer their assistance. **Mr. Orlando** pointed out that there are no other areas [to fish] for the Gloucester day boat fleet and that for the city's day fishing fleet having to travel 50 miles out is too far, particularly for those fishermen who have been forced because of the fishing economy to fish alone. He said, "This is killing the day boat fleet completely." He pointed out the other 16 fish species are very important to them; that in order to survive the fleet needs to get to the fish, and so closed areas should be opened.

**Al Cottone**, Fisheries Commission and commercial fisherman, noting that the debate on cod in the Gulf of Maine in the last few years between the industry and NOAA, and during that time Mr. Bullard had referenced the possible extension of the Gulf of Maine cod. **Mr. Bullard** responded saying that science is challenged by some but that NOAA is guided by the latest assessment update which was peer reviewed that puts cod at three to four percent of its historic biomass, and that he characterized as close to zero. He pointed out that the Gloucester day fishing fleet is not the only fleet fishing for cod. Even if they stopped fishing for cod, the cod are being eaten by other predators. Cod can become extinct, he said. He said NOAA has a responsibility to take measures to prevent the extinction of cod. He said he is frequently asked if NOAA is certain about the science, and pointing out while there is uncertainty in science, the science out of Woods Hole Northeast Fisheries Science Center (Woods Hole) is really good science. He noted were Dr. Bill Karp, Science and Research Director of Woods Hole present he would say the same thing. **Mr. Bullard** said that there is a real problem on how the science at Woods Hole is communicated, saying they could do a much better job of involving people in the science and communicating that. He pointed out that like NOAA, Woods Hole is working on their strategic plan also and said that Woods Hole knows they need to do a better job communicating because if they don't reach out to the fishermen, even if Woods Hole has the best science available, fishermen don't believe it. This, he said, is an area of improvement, and Woods Hole knows it. While expressing

his discomfort in speaking for Dr. Karp, he said in speaking with Dr. Karp many times, he would convey the same information were he present.

**Mr. Cottone** said the evidence the industry has presented in the last six to eight months about the state of Gulf of Maine cod is at variance with what Woods Hole is presenting and asked for Mr. Bullard's opinion. **Mr. Bullard** said what makes the most sense to him on the contradiction is a paper summary he read in Nature Magazine that said when cod stocks get low they congregate and fishermen know where those congregations are and fish them. Then fishermen say there's plenty of cod in those congregations, but scientists who are looking everywhere say there are very few cod. Noting his attendance at a conference on fisheries management, in speaking to managers from Newfoundland, Mr. Bullard said Canada stopped 100 percent of the fishing 20 years ago, and cod is just starting to come back in the Eastern Maritimes after 20 years of zero fishing. He suggested they should learn a lesson from the Eastern Maritimes. **Mr. Cottone** commented that the 1990's there were similar problems, and this was the exact explanation NOAA gave.

**Angela Sanfilippo**, Fisheries Commission, President of the Gloucester Fishermen's Wives Association, said it has been a long road for many and with the best available science it has left the industry is the state it is now. The results are the same with the best available science. Science said there was no cod, and yet the entire fleet from Rhode Island to the Hague Line was catching cod in the late 1970's. She pointed out Mr. Bullard's statement that until Dr. Karp speaks with the fishermen they'll never see eye to eye, which they have been saying since 1977 and still it hasn't happened.

**Ms. Sanfilippo** said that a year ago the Mass. Fishing Partnership (MFP) submitted a grant to do research with Woods Hole as a partner to help people still trying to fish. The grant was submitted at the eleventh hour and didn't even receive an acknowledgement that the grant was submitted. As of today, she said she had never heard a word about it, which she pointed out, would have been the perfect opportunity to move forward. She said she didn't believe Woods Hole wants to work with the fishermen.

She pointed out that the Gloucester Fishermen's Wives Association (GFWA) has done fish marketing since 1976. But she wondered aloud what the group could market today from the Gloucester day fleet when the entire ocean is closed. For the day fleet to fish any farther out to sea is to risk their lives. The Magnusson Act, she said, says they have to protect the lives of those people, and their safety is important. She said she has no desire to cry once again for a fishing boat that disappears and the men are lost.

**Ms. Sanfilippo** said the community is paralyzed, with the majority of the groundfish fleet not having fished since Nov. 13, 2014. Many of the fishermen and their crews don't claim unemployment. She also referred to Mr. Bullard's statement that the city's lobster industry was the No. 1 industry in Gloucester. She said that as of Feb. 1, 2015, the lobster industry in the Gulf of Maine will be shut down to protect whales and prevent their being caught in lobster pot ropes. She said that lobstermen are now removing all their pots in frigid winter weather in unsafe conditions to comply with the regulation. She said safety of the lobstermen attempting to comply with the regulation was never discussed.

She noted that last year Gloucester, with funds from the state of Massachusetts, produced the Port of Gloucester Groundfish Port Recovery and Revitalization Plan. The plan identified 41 items, which, if implemented, would have supported the industry during hard times last April, she said. How, she asked, can they implement any of these initiatives when no fish are coming through the docks? Citing that Gloucester has always been a diverse port, when there was flexibility – when there was no groundfish, the fishermen go for whiting, when there was no whiting they went for squid. They lost all their permits, she pointed out, because of all the control dates. She said the few boats that fish in the summer for whiting have asked for the time to fish for it two weeks earlier so they can help their families a bit more. She said her offices are the places where they deal with individual families and now they see that things are really bad. When there is no income for families, all kinds of socio-economic problems happen. Answers are needed and soon, she said.

**Mr. Orlando** challenged the contention that regulations were based on the best science in the world, citing that in 2010 the fishing industry went to a sector system which worked well initially only to find out two years later the same science said things weren't good, even though the same science said stocks would be fully rebuilt by 2014. The science two years later has cut quotas by 22 percent on Gulf of Maine cod and then by 60 to 70 percent on all flounder stocks. The same science is bankrupting the fishing industry and keeping fishermen tied to the docks, he said. **Mr. Bullard** said it is the impact of the science, not the science that Mr. Orlando is objecting to. **Mr. Orlando** said it is the same people and the same science, the same scientific source each time. **Mr. Bullard** responded that he didn't tend to hear complaints about Woods Hole from fisheries that do well. The impact has something to do with the amount of complaints and was understandable, he said.

**Council President McGeary**, referring to the question of science, he asked what flexibility NOAA has in assessing other kinds of scientific input, like the reports from the fishermen who have worked to do research during

trawls who have filed them. He said the assertion is that they are filed and disregarded in favor of Woods Hole science. Is it left entirely in the hands of Woods Hole or does NOAA actually have some flexibility as to what science is used in NOAA's decision-making process, he asked. **Mr. Bullard** said this gathering is great and would have been better if someone from Woods Hole was present. He noted there is sometimes a misconception that all the science Woods Hole uses comes from just Woods Hole or just the Henry Bigalow (NOAA's newest fisheries survey vessel). He cited there was a meeting just that morning in Woods Hole about fishery dependent data collection, landing reports and similar information. Woods Hole, he said, is reaching out to obtain science from many different sources. He suggested if the intention is to have other meetings like this, a presentation on how the assessments are generated would be useful from people from Woods Hole who should be accountable, or a small group could also go to Woods Hole which he offered to facilitate. **Council President McGeary** referring to the "Great Gate clanging shut" on Nov. 13, asked if NOAA has the ability when it detects there is a significant decrease in fish stock populations to phase in over time a reduction in catch or must it act on the day it is determined, citing an unscheduled survey, must it act precipitously or is there discretion on those kinds of closures. **Mr. Bullard** said it started with a surprise assessment which showed a dramatic decline in cod. The NEMFC reviewed that information and the Council needed to do something of which he is one vote as a member of it, he noted. It was voted by the NEMFC that he was to put an emergency action forward through NOAA because the NEMFC knew emergency action was needed. The NEMFC said with industry support do not change the quota because they'd made their business plans around that quota as it exists, he noted, and with that tool off the table, it became about closing areas which went into effect November 13. It was done as an interim rule so they could take comments on it, he said, which NOAA has done and has just finished that process. He noted that no announcement has been made yet, but will be likely in the next two weeks when the NEMFC next meets. The fishing year begins May 1, he said, and subsequent to NOAA's action, the NEMFC put in place Framework 53 which takes effect May 1 when the emergency rule ends. An area, he pointed out, can't be half closed -- it is either closed or not, and with the quota remaining in place it couldn't be handled any other way.

**Mr. Orlando** contended that NOAA did change the quota because they closed the area for cod fishing which shuttered the port. He charged that NOAA has killed the day boat industry and has killed Gloucester alone which he said was unfair. **Mr. Bullard** said NOAA chose the area for closure based on where the cod were.

**Mr. Cottone** asked if Mr. Bullard was aware about the Gloucester Fishing Community Preservation Fund (GFCPF) attempt to give back quota to try to relieve some of the closures. **Mr. Bullard** said Vito Giacalone, representing the GFCPF explained that to him. He said that it is a comment, like others, on an interim rule which he can't comment on. They have a detailed proposal in writing from Mr. Giacalone which will likely be responded to by the NEMFC at their next meeting in Portsmouth.

**Dr. David Pierce**, Deputy Director, State Division of Marine Fisheries, said that his agency has been aggressive to get the necessary paperwork to the federal government in order to get the \$8.7 million in Phase 2 aid released to the Commonwealth in order to disburse the disaster funding according to the plans developed. One exception is the second phase of disaster relief funding is for \$8.7 million, the proposal of how it is to be spent was submitted to the National Marine Fisheries Service. He said it is his understanding that they have reviewed it, and submitted to Washington, and expects they'll be in a position shortly to disburse the funds to fishermen according to a plan that was developed by his agency working with a group of which Ms. Sanfilippo was part of that group.

**Councilor Cox** spoke to the lobstering area being closed as of Feb. 1, saying that by closing this area NOAA is forcing the fishermen and lobstermen to be in conflict with by crowding what open fishing areas are left available which she termed as an open invitation to problems. **Mr. Bullard** said he was unsure of the Councilor's implication. The closure was worked out through Atlantic Large Whale Take Reduction Team (a group within NOAA which is tasked to help develop plans to mitigate the risk to marine mammals). It is a negotiation between different parties: member of the Mass. lobster industry, members of whale conservation groups, similar groups from Maine, Rhode Island of different constituencies who hammer out issues. They reached agreement on a plan earlier. That deadline was Jan. 1 and people in Massachusetts pointed out it was too early for reasons Ms. Sanfilippo mentioned, and Massachusetts asked for a delay to Feb. 1. In exchange there was a shifting of the location. That location was supported by the Mass. Lobster Association, he pointed out. He said he didn't envision the problem the Councilor outlined. **Mr. Ring** said the question referred to the possibility of a conflict between lobstermen and fishermen. **Mr. Bullard** indicated he would follow up on this matter.

**Mr. Ring** said this is 4,400 square miles that are involve and asked if the federal government struck a deal with conservation groups as a result of a law suit in 2009 to close 50,000 square miles from Florida to Canada by 2016. **Mr. Bullard** said he didn't know the answer to Mr. Ring's inquiry. He indicated that a part of this Feb. 1 closure was a Massachusetts petition NOAA responded to and then submitted it to the Take Reduction Team. It was supported by the team with only one negative vote out of 36, he said.

**Statements by Stakeholders and Association representatives:**

**Jackie Odell**, Northeast Seafood Coalition (NSC), gave her testimony and submitted her written statement (placed on file). She noted that since John Bullard has been in office, he and his staff have been accessible and responsive to the NSC. She testified on regulatory changes necessary to maintain small fishing, family-owned and operated commercial groundfish businesses that operate from and within the port of Gloucester. She provided an organizational description and then focused her comments on Groundfish Regulations. She said that contrary to public perception, the catch reductions implemented in 2013 were not because catch limits, which are driven by the results of stock assessments, had been exceeded by the commercial fishing fleet. In fact, since rebuilding plans were implemented in 2004, commercial fishing businesses have remained within every prescribed catch limit directed by the rebuilding plan and analyses. She also emphasized that any effort put forth following the Groundfish Disaster Declaration would largely appear to be all for naught because the GOM cod “crisis” has shown the fundamental issues plaguing the fishery are alive and will only continue to create instability and crises in fishing businesses and fishing communities until they are genuinely fixed. She concluded her remarks noting that the NSC will continue to provide updates to the Gloucester Fisheries Commission and look forward to the partnership with the city as well.

**Councilor Stewart** noted the term Ms. Odell used, “shifting management philosophies” and asked for a definition.

**Ms. Odell** responded as follows: Different initiatives have come through the years for the groundfish fishery and within federal policies and federal law. The industry is currently operating under the 2006 Magnusson Reauthorization that required annual catch limits and accountability measures to be placed in federally managed fisheries. In this region there were a lot of concerns with the previous input-control-based program in that when there was a problem with an assessment it was reviewed within the management realm to reduce fish mortality in the most comprehensive and quick way possible. Gloucester has faced rolling closures, and the Gulf of Maine closures, differential days at sea counting; all based on the effort-control-driven programs. She said the concern was those tools weren’t working, and that if going to an output-control-based system and sector-based system it would move the fishing industry away from inefficiencies. With the measures in place regarding catches with hard quotas and limits it has all controls coming back – closures and trip limits which had been shown to not rebuild stocks.

**Angela Sanfilippo**, speaking as President of the Fishermen’s Wives Association, noted in 1969 the GFWA was formed because the wives saw a threat to the fisheries and started the effort for the Magnusson Act which finally came to fruition. The first year that the Magnusson Act was in place there was a total allowable catch like now, but with no trip limits and no closed areas. In 1976 there wasn’t a fish to be caught and cod landings had the worst year on record until April 1977 where in May of that year the cod came back. Codfish sold at 4 cents a pound it was so plentiful. She pointed out at that time it became the dealers choice who would go out to catch cod. The cod fishery was going to be shut down by the federal government that year despite the rebound in cod stock. The GFWA has a mission statement to promote and protect the Gloucester fishing industry and help the fishermen live a better life, she pointed out. She said the GFWA has fought many battles that if they can keep the ocean clean the fish will always be there. If you can’t get the fish, what is the purpose of fish promotion and marketing, she asked. This resource belongs to the people of the United States that has become privatized, she claimed. She pointed out that while the city’s port is in the best position geographically to get to the fishing grounds, yet the boats are tied up and can’t fish. She said there has to be a way to get the boats untied, to have all waterfront industries to prosper. The Atlantic Ocean has not run dry, and they are feeding the world, she said. She urged whatever needs to be done has to be done or a resource will be lost for people to live.

**Sunny Robinson**, Gloucester Harbor Community Development Corporation, submitted a written statement (placed on file) and described the GHCDC as a private non-profit organization creating a symbiotic relationship between the shore side and water-based industries to promote a sustainable fishing port. She said the organization has a vision for the future of a vibrant working seaport interlocking sea and shore for the benefit of the city and region. She noted lobbying successes of the group, and said her organization has been working with private property owners within the Designated Port Area (DPA), local and state officials, towards changes, for an increase for the number of pilings allowed, up to 50 a year, that can be driven to rebuild structures, as an example and pointed to other recent successes. These activities should produce a minimum investment in piers, wharfs, railways and related marine infrastructure of \$9 million over the next few years. She highlighted the critical role of the private sector property owners. The DPA is a state asset in need of support in addition to regulation, and suggested that the city could designate the DPA as a Business Improvement District and encourage reinvestment through a Tax Incentive Finance (TIF) arrangement. She also suggested that the city could designate the BID as an energy innovation zone, in a collaborative effort to encourage commercial/industrial energy conservation. She also espoused other selective and innovative initiatives and improvements for the city to adopt as well as other ideas that could have a positive impact on the city’s fishing industry and waterfront. She touched upon wastewater screening,



and the recent lowering of the city's water rate. She spoke to lobstering equipment initiatives and several others to expand the city's fisheries.

**Vito Giacalone**, Gloucester Fishing Community Preservation Fund, a self-supporting non-profit organization, spoke to the community asset of a fishing permit bank that the GFCPF manages for the benefit of the Gloucester groundfish fleet and submitted a written statement (placed on file). He spoke to the non-profit's funding and its start in 2007 for the specific purpose of operating as a permit bank with initial funding of about \$10 million from liquefied natural gas importing companies as a condition of the Mass. Dept. of Environmental Protection in order that those companies could receive permits for deep water construction of LNG offloading ports in federal waters which were historically fished by in-shore Gloucester trawlers. He reviewed the fishing restrictions that had hit the ground fishing industry since 2007. He said the reductions in catch limits, days at sea allowed, and Framework 42 have restricted and further reduced Gloucester's groundfish fleet. As a result he pointed out there has been a loss of vital port infrastructure and limited permits. The danger for the city is long term, he said, and the fishing permits for sale increased from 6 to 16. The port of Gloucester was gutted by discriminatory regulations with no protection from an open market, he pointed out. This is where the Gloucester Community Preservation Fund which purchases permits is helping to preserve the industry, he said. The reductions have happened to their permit bank as well, and as a city they have to look at the economic value in saving the industry and what is the revenue potential with local vessels and to local families – which he contended comes to the port. He suggested that the age of the vessels is a problem in that they need to improve the vessels to enable the day fishermen more range. There is a need for full range boats and they need help. Attrition has caused a huge loss in the fishing fleet due to the age of the fishermen. The primary source of the problem is the small amount of vessels is spending more time trying to find fish and if you find them, your quota forces you to leave the fish. A local sector went out to fish and in seven days they caught the same amount of fish they caught in the previous six months because NOAA announced a closure. He also cited a great disconnection between the science and the fishermen's observations. There is a need for a science discussion as nothing the fishermen are seeing agrees with the science being used in the assessments, and he referred to the reliance on the trawl survey.

**Mr. Orlando** asked what was the permitted catch GFCPF had for cod currently. **Mr. Giacalone** said it was over 90 percent less than when the Fund started in 2010. There were around 1.3 million pounds of Gulf of Maine cod and the total allowable catch is down to 50,000 pounds at this time.

**Councilor Lundberg** asked if this goes to the sector based solution that the GFCPF put forward for the cod closure. **Mr. Giacalone** said this year's allocation is larger than what it would be next year. He explained the layering on the effort control system on top of the output control system which exacerbated the problems of the fishermen.

**Tom Balf**, director of Maritime Gloucester, said that the fisheries management issue is a "wicked" problem being wrestled with. Maritime Gloucester is interested in playing a critical role. As to short term issues, he said that there is a need to communicate to the public to gain a better understanding of the fisheries, and suggested that Maritime Gloucester can facilitate that. As to transitional assistance, he suggested that fishermen could bring their boats to Maritime Gloucester's docks to talk about the relevant issues and educate visitors. Noting his 25-year career in environmental sciences was in regulatory matters, he suggested there is a need for innovative approaches and suggested there is a lack of opportunity to run pilot programs to allow people to try new.

He advocated for cooperative fishing research and for funding to support it. He said there is a need to work on trust as much as to work on science. He referred to reframing the economic value of fishing. He said there was a need to look for ways to make more money with fewer fish. He also touched briefly about who owns the ocean and how it is valued. He suggested conservation might be advanced through financial or tax incentives like carbon credit trading.

**Joe Orlando**, Fisheries Commission, lifelong fisherman and representing Sector 2, spoke to the instability in the Gloucester fishing industry with regulatory changes that shift constantly impacting not only the industry but entire families. He explained how he went from a larger fishing boat with a multi-person crew to a smaller boat to fish by himself at 60 years old but that he can't fish because of the emergency action until May 1 and has invested in three additional permits and still can't fish. He said he spoke for many fishermen who are in his same position. He asked what can fishermen at his age do next. He said it was a disaster, and there appears to be no way out after a lifetime of fishing.

**The Meeting recessed at 3:30 p.m. and reconvened at 3:41 p.m.**

**Public Comment:**

**Dr. Valerie Nelson**, 7 Sunset Point Road, said this was an unprecedented meeting. She said she wished to reinforce the findings of the Groundfish Port Recovery and Revitalization Plan and suggested that implementation of the plan needs to move forward. A primary recommendation was to charter vessels for research out of recognition

that there isn't what she termed as a lot of good data collected by big ships. The Senate Appropriations Committee has put money forward for such an initiative and that this should be fast tracked, she said. She praised the work of Jackie Odell, and said that the problem is not the fishermen but the regulations. She added that the city needs to take the lead to define sustainable fishery management. She also mentioned innovation within the fishing industry for developing new products and their distribution.

**Ms. Sanfilippo** added that the Gloucester Port Recovery and Revitalization Plan is available through the city's website.

**Sam Parisi**, 108 Commercial Street, submitted a statement for the record (placed on file) spoke to what he termed as an all-time low of the city's fishing industry. NOAA's scientific data always shows a minus, he noted, and none of the regulations leveled at the fisheries have worked, and there is still no fish like there was. He suggested there is a need for a full-time Executive Director for the Fisheries Commission when times are bad, not when times are good, to advocate for the port working hand and hand with the Northeast Seafood Coalition. The sea is a fisherman's farm. Farmers are subsidized, and their work is not as dangerous. He suggested there be a program like what was done in Newfoundland while stocks rebuild, and institute a comprehensive Fish Bill similar to what the country's farmers have in place to support fishermen and shore-side businesses.

**Carmine Gorga**, 87 Middle Street, said he's worked with the fisheries for 40 years. Whatever has been tried in the last 40 years hasn't worked. He suggested they have to think about the fisheries in a different way. Fisheries ownership is very important, he noted. There has been a restriction of the physical commons which has been a hardship on the poor. Fisheries have been in existence for millions of years and have self-regulated successfully, he said. The science that NOAA is using is upside down, a science of surveys and can't work. He urged the Council and the Commission to look into the science. He submitted a statement (placed on file).

**Dr. Damon Cummings**, 1063 Washington Street, statement submitted (placed on file) suggested there is a need for financial aid, an Executive Director of the Fisheries Commission; credible stock data; fishing crews and boats should be used to expand data collection. Management should be in eco-systems. The management is chaotic, and that the competition is international. There is the matter of fuel efficiency and technology, freshness and quality and need to be taken advantage of. He warned the cost of water is inhibiting fisheries processing in the city. Fisheries survey data is erratic, he said, and suggested that there isn't enough data because it is random. It is important the data based on chartered fishing boats and would be more important. Gloucester should lobby hard for this. If the resulting management were working out, they could live with it, but it is not and should be reviewed from the ground up. The government and fishing industry need to work together to concentrate on quality and freshness to overwhelm international competition; research should be funded to develop new products.

**Susanne Altenberger**, 66 Atlantic Street, she said the city is living out a tragedy with the fishing industry. The fleet makes the industry and the resource feeds the machine. The focus has been on the fish, she noted, then asked why there is a fleet on average is 40 years old but it is assumed that the industry is sustainable based on hardware several generations old. No one has tended to the actual boats that can fish and their viability to be fit to fish, she asserted. She charged that there has been a limit on innovation, and asked why has Gloucester's fishing industry not challenged the federal government to allow for that innovation. She advocated for the updating of the fleet's fishing boats.

**Susan Waller**, 184R Granite Street, Rockport spoke to aquaculture and its inherent risks, suggesting fish farms are harmful for the marine ecosystems due to the methods employed, which, she said, are damaging to the environment. She cautioned that if the farmed fish are let loose in the ocean due to damage to pens by storms, it will have a detrimental outcome to wild fish in the open ocean. She said laws should be in place to protect the wildlife in the ocean from fish farms.

**Patti Page**, 3 Tidal Cove Way, said that once the vessel baseline standard is done away by NOAA the results could be factory trawler ships without limits. Healthy oceans are a public security health issue, she said. It is a mission of NOAA's to protect living marine resources and protect habitat, to some degree for good reason. The national ocean policy has a north 42 zone. That is north to the Canadian Maritimes to protect it from industrial extraction from the natural resources which must be dedicated to wild protein harvesting. There is a need to develop seafood hubs, product development and funds for research and development. The future is in high value, low volume, she said. The science is too sparse, she put forward, saying that the term, "best available science" needs to be redefined and have investment in robust and collaborative science which she pointed out is in NOAA's mission statement. There is a need to build a better science database in order to support reliable management decisions which in turn will provide a more stable economic environment, she said. She concluded her remarks by saying that NOAA has a responsibility and obligation to ground policies and actions around community values not corporate profits. She likened fin fish aquaculture to a "dirty business" and said that aquaculture should not put fishing into the same path as land food farming, which produces unhealthy food.

**Hilary Frye**, 27 Beacon Street, observed that Gloucester's is not a picturesque harbor but a working harbor. She suggested that the fishing industry is not dead. There is demand for fresh fish across the country, she said, noting that Portland, Maine, has a prosperous port and fishing industry even in the oppressive climate of government regulation. She said Cape Ann Fresh Catch is a good example locally. The Port Recovery Plan should be heeded; she pointed out, and urged they all go fishing.

**Ms. Sanfilippo** said that the community cares noting that after the November shutdown, checks came in to support the fishermen through the Fishermen Wives Association.

**Mayor Theken** said it is the people listening that count not the audience in the auditorium. She pointed out this joint meeting is historic. She noted Carmine Gorga helped to start the GFWA. There had been hope for local aid 30 years ago, yet here they are again still fighting and struggling and asking the government for help. She said she was encouraged that everyone will work together to move forward with saving the city's fishing industry. Mr. Bullard said, "Grant? Call me," she recounted, saying it is about science and the trust. She said she felt Gloucester can do it, and this administration will create a gateway for the next administration and looked forward to the monthly legislative meetings.

**Council President McGeary** thanked everyone who participated and to hear first-hand from people like Mr. Orlando, Damon Cummings and Ms. Sanfilippo and others who came this afternoon to start a very important process. He said it was important to hear first-hand the remarks of people like Mr. Orlando, Mr. Cottone, Ms. Sanfilippo, and Dr. Cummings. It is a beginning of a process asking the questions about what constitutes the city's fishery and what their options are. He pointed to Mr. Balf's offer to convene a session on the science of the fishery and would work with him to see if it can happen sooner rather than later.

**Mr. Ring** thanked Council President McGeary giving him credit for putting the meeting together and gathering the many key public officials who appeared today. He said he looked forward to meeting with Woods Hole that Mr. Bullard would put together also.

**A motion was made, seconded and voted unanimously to adjourn both the City Council and Fisheries Commission meeting at 4:30 p.m.**

**Respectfully submitted,**

**Dana C. Jorgensson**  
**Clerk of Committees**  
**For the Gloucester City Council and Fisheries Commission**

**STATEMENTS/DOCUMENTS/ITEMS SUBMITTED AT MEETING PLACED ON FILE:**

- **Jackie Odell, Executive Director, Northeast Seafood Coalition**
- **Vito Giacalone, Gloucester Fishing Community Preservation Fund**
- **Sunny Robinson, representing the Gloucester Harbor Community Development Corporation**
- **Sam Parisi, 108 Commercial Street**
- **Dr. Carmine Gorga, 87 Middle Street**
- **Dr. Damon Cummings**
- **Susanne Altenberger, Phil Bolger & Friends, Inc., 66 Atlantic Street**

# **Joint City Council and School Committee Meeting Minutes**

Thursday, January 22, 2015  
Gloucester High School Library  
7:00 p.m.

## **School Committee Members Present**

Jonathan Pope, Chairman  
Kathy Clancy, Secretary (7:47 p.m.)  
Michelle Sweet  
Jack O'Maley  
Mayor Sefatia Romeo Theken

## **City Council Members Present**

Paul McGeary, Chairman  
Robert Whynott  
Greg Verga  
Melissa Cox  
Steven LeBlanc  
Paul Lundberg  
William Fonvielle  
Robert Stewart  
Joseph Ciolino

## **School Administration Present**

Dr. Richard Safier, Superintendent  
Gregg Bach, Assistant Superintendent  
Hans Baumhauer, Director of Finance  
and Operations  
Patricia Wegmann, Director of Special Education  
Erik Anderson, GHS Principal  
Dr. Telena Imel, West Parish Principal

## **City Administration Present**

Jim Destino, Chief Administrative Officer

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Recorded by Cape Ann TV

- I. CALL TO ORDER** – Chairman Pope called the meeting to order on behalf of the School Committee at 7:07 p.m. and stated the mission of the Gloucester Public Schools.
- II. CALL TO ORDER** – President McGeary called the meeting to order on behalf of the City Council at 7:07 p.m.
- III. SALUTE TO THE FLAG/MOMENT OF SILENCE**
- IV. COMMENTS FROM THE CHAIRMAN OF THE SCHOOL COMMITTEE AND CITY COUNCIL PRESIDENT** – Chairman Pope welcomed the City Council and stated that despite what was printed in the Gloucester Daily Times, tonight's meeting will not be a public hearing on the reorganization of the elementary schools. However, there will be many opportunities for public input in the future.

President McGeary stated that the City Council is here to learn from the School Committee what the issues are that will need to be dealt with over the next several years.

**V. PRESENTATION/DISCUSSION**

- A. Update on Progress of West Parish Elementary School** – Kevin Buckley of KBA Architects, the Owners Project Manager, introduced Brad Dore of Dore & Whittier, the designer, and Jonathan Rich of W.T. Rich, the construction manager, and reported that the project is on schedule and on budget. The three-story academic wing is now being wrapped, and the pouring of the floors in that wing and the framing of the exterior will begin in the next couple of weeks.

Mr. Buckley stated that the Guaranteed Maximum Price (GMP) was presented by W.T. Rich to the building committee. The overall budget for the project is approximately \$39 million but the building itself had to come in at \$29,995,000. He is very confident with the amount of progress that W.T. Rich has accomplished to date, and the project is on schedule to be substantially completed in July of 2016, with an opening date of September 2016.

President McGeary asked if there have been any surprises in the construction process to date, and Mr. Buckley discussed some minor issues with extra clay and ledge and poor soil quality. He also stated that the building is tracking to be LEED Gold certified.

- B. St. Ann's Transition** – Dr. Safier reported that the transition from West Parish to St. Ann's was a lengthy process that required a significant amount of planning. He stated that the move was extremely smooth and well organized.

Dr. Telena Imel reported that the transition went very smoothly and that the kids are enjoying their downtown space, specifically its proximity to Burnham's Field, the Sawyer Free Library and the Cape Ann Museum. The fifth grade is also doing well at O'Maley, and there have been several opportunities for the West Parish K-5 community to get together.

President McGeary asked about the traffic situation at St. Ann's, and Dr. Imel reported that she regularly sends out reminders to families to pick up their children at O'Maley. Councilor Ciolino asked about the furniture at St. Ann's, and Dr. Safier stated that the new West Parish School will have new furniture and the furniture now in use at St. Ann's will be distributed throughout the district.

Dr. Safier reported that there are almost 400 students and teachers at West Parish and they have tried to minimize their imprint on the neighborhood as much as possible. He thanked the neighborhood and Councilor Cox for welcoming them into the community.

- C. Presentation of Dore & Whittier's Study of Gloucester's Elementary Schools** – Michele Rogers and Brad Dore of Dore & Whittier presented a slide show on the Masterplan Study of four of the elementary schools, namely Beeman, East Gloucester, Plum Cove, and Veterans. The presentation included the tasks and goals of the study, visual inspections, space use analyses, review of enrollment projections,

facilities assessments, specific issues by school, and four options for addressing those issues:

- Option A      Maintain all four buildings as they are with same number of classes per grade
- Option B      Make additions and renovations at all four schools
- Option C      Remove Plum Cove **or** Veterans and make additions and renovations at other three (2-3 classes per grade)
- Option D      Remove Plum Cove **and** Veterans and make addition at Beeman (4 classes per grade), with 3 classes per grade at East Gloucester

Councilor Lundberg noted that many of the options provide the alternative of not having to find swing space for the existing students but using city-owned buildings as swing space. Ms. Rogers stated that that would be possible if a larger school was completed first and then the students from a smaller school could be moved into that building while theirs was being renovated or rebuilt.

Councilor LeBlanc asked which of the schools have space to build onsite without moving the students into a swing space. Ms. Rogers stated that there is space at Plum Cove and Beeman but that Veterans and East Gloucester are very tight sites. There was a discussion about the impact of construction on the students that remain onsite.

Councilor Ciolino asked whether MSBA prefers building new schools or remodeling old ones. Mr. Dore indicated that they are looking for the best solution for the community and, oftentimes, it is more cost effective to rebuild than to remodel an old school.

Mayor Theken stated that the City Council was told that if we did not build a new West Parish School, the city would not get the 50% reimbursement from MSBA, which was one of the reasons why Fuller was not considered. Mr. Dore clarified that the issue with Fuller was that only a portion of the building would be used as a school for 355 students; however, the whole building would have to be brought up to code, and MSBA would only pay for the portion of the building being used as a school.

President McGeary asked whether MSBA would require one of the existing schools to meet their standards if it was going to be used as swing space. Mr. Dore explained that swing space is not reimbursable and therefore does not need to meet MSBA standards.

Chairman Pope stated that the School Committee is committed to spending the next year exploring the options and collecting public input and stated that nothing will happen unless there is sizeable community support for it.

Councilor Cox asked if there is a plan for O'Maley, and Chairman Pope stated that the DPW has been working on O'Maley almost exclusively for the last 2-3 years, including upgrades to the HVAC and a new boiler. Chairman Pope noted that exterior renovations at O'Maley have been included on the School Department's capital plan for the last four years.

Councilor LeBlanc asked about the plan for the outdated heating systems in the elementary schools, as outlined in Dore & Whittier's report. Dr. Safier referred the answer to that question to the DPW and indicated that the reason why this masterplan is being proposed is to examine the needs of each school. Mayor Theken stated that one of the issues is funding and hopefully we can move forward with a plan.

- D. Future Location of Administration and Preschool** – Chairman Pope reported that the lease of the Blackburn Drive building expires next year and that the preschool has grown substantially (102 students) since moving to the current facility. Councilor Verga believes that the administration and preschool should move to city-owned space and suggested the possibility of the preschool occupying the fifth grade classrooms at O'Maley. Dr. Safier stated that the preschool would not be able to occupy the space that the fifth grade is currently occupying.

Chairman Pope stated that there has been a lot of talk recently about mandatory preschool and he is intrigued by the idea of integrating the preschool into the elementary schools. He cited the Mt. Vernon Report that was done 12 years ago, which recommended early learning centers. He noted that that recommendation was contested by the community at the time. However, things change and that may now be a viable option. Dr. Safier stated that administration would need to be centrally located and have a minimum of 10,000 square feet of space.

- E. Educational Update 2014-2015 School Year** – Dr. Safier updated the City Council on opportunities for students and initiatives taking place across the district, including AP courses at the high school, STEM Academy, dual enrollment at Salem State University, Endicott College credit program, drama program, Read First and Moose Youth Awareness programs, DECA club, vocational programs, computer science program, O'Maley Slime Lab, 3D printers, 1:1 technology initiative, Word Generation program, school gardens, after school programs and clubs, O'Maley SAILS program, visiting artist program, new elementary math initiative, standards-based report cards, co-teaching at Veterans, and the FLEX program.

Councilor Ciolino asked if the district received any equipment from the former North Shore Tech, and Mr. Anderson stated that the high school did receive a few items for its vocational programs but has not yet received any technology items. Dr. Safier reported that a lot of the technology was older than the district's infrastructure allows.

- F. FY15 School Budget/Unanticipated Expenses** – Mr. Baumhauer presented a slide show on the FY15 budget and unanticipated special education costs. Ms. Wegmann reported that beginning in July 2014, the district has had an unprecedented number of students with special needs move to Gloucester and be placed in collaborative programs. We also have students that DCF placed in programs outside of Gloucester, and since their parents' last known residence was in Gloucester, we are responsible for their tuition. Mr. Baumhauer noted that the out-of-district tuition costs for a full year for these students is over \$618,000.00.



Additionally, Ms. Wegmann reported that three students that were in the district's substantially separate programs were placed out-of-district because we could no longer meet their needs. Also, in order to keep students in a "least restrictive setting," the district needed to hire three more paraprofessionals. Mr. Baumhauer reported that a budget freeze was put in place back in November to help offset some of these unanticipated expenses.

Councilor Ciolino inquired about free cash, and Mayor Theken stated that she is looking at everything and working closely with the School Department. She noted that free cash was used last year to keep the fire stations open and that there are still city positions that need to be filled. She also stated that she was informed that GIC health insurance is going up 9.5%.

Mr. Destino stated that he is confident that the 2015 budget gap will be closed by using free cash. However, he noted that the city has been living on free cash for years (almost \$10 million in the last six years) and that funding by free cash is not sustainable. Therefore, tough choices will need to be made with respect to future budgets. He indicated that the city administration will work with the School Department to do the best it can.

**G. FY16 School Budget Outlook** – Dr. Safier indicated that the School Department is seeking a level service budget for FY16. He reviewed new staffing positions and programs and stated that the district will attempt to offset those costs within the budget through retirements, etc. He also mentioned a reduction in grants, COLA increases for staff, and a need for ELL teachers. President McGeary noted that the district would need \$1 million just to get to **level funding**.

**H. Traffic Near Schools During Pick-Up and Drop-Off Locations** – Councilor Cox reported that she has received several complaints about school bus stops not being located near crosswalks in the downtown area. She requested that the School Department work with the DPW to add crosswalks where necessary.

Chairman Pope noted that when a school bus stops and the lights are flashing, there is a "crosswalk" in front of the bus. Councilor Cox believes there may be some question about whether students have to be on the side of the street where the door opens when they are picked up in the morning. Councilor Ciolino suggested that a survey be done to see if the crosswalks correspond to where the bus stops are located.

Councilor LeBlanc reported that he has received complaints about students having to walk down Maplewood Avenue to Gloucester Avenue or Grove Street in order to cross the street. He has talked to Mike Hale about putting a crosswalk in front of Maplewood School. Mr. Hale informed him that they do not put crosswalks in the middle of streets. Councilor Cox stated that the bus stop at the corner of Maplewood Avenue and Cleveland Street is very dangerous because that is a blind corner.



Dr. Safier stated that the School Department will work with the DPW to have crosswalks placed in those areas that are the highest risk for students. He noted that, historically, bus stops are placed based on the concentration of students and how far they have to walk to get to the bus stop. He recommended reminding students to wait until the bus stops and the lights are flashing to cross the street to get on the bus.

Councilor Ciolino stated that he finds these joint meetings very helpful and hopes that the School Committee and City Council can meet more often this year. President McGeary thanked the School Committee for the information provided and stated that he is looking forward to working with the committee on a long-term strategic plan for the elementary schools.

**VI. ADJOURNMENT** – On a motion by Mr. O'Maley, seconded by Ms. Sweet, it was unanimously

**VOTED:** 5 in favor zero opposed, to adjourn the Joint City Council and School Committee Meeting of January 22, 2015 at 9:20 p.m.

*All reference documents and reports are filed in the Superintendent's office.*

*Maria Puglisi  
School Committee Recording Secretary*

**Budget & Finance Committee**  
January 22, 2015 – 4:30 p.m.  
**1<sup>st</sup> Fl. Council Committee Room – City Hall**  
-Minutes-

**Present:** Chair, Councilor Melissa Cox; Vice Chair, Councilor William Fonvielle; Councilor McGeary  
**Absent:** None.

**Also Present:** Kenny Costa; Jim Destino; John Dunn; Assistant Police Chief John McCarthy; Tom Daniel; Noreen Burke; Max Schenk; Gregg Cademartori; Matt Coogan

The meeting was called to order at 4:35 p.m. Items were taken out of order.

**1. *Special Budgetary Transfer Request (2015-SBT-28) from Police Department***

**Assistant Police Chief John McCarthy** explained that this is a transfer from the Police-Uniform Stipend account to the Miscellaneous Special Officer Supply account which is used for the K-9 supplies and kenneling for \$1,500. The reason for the surplus in the Uniform Stipend, two officers are allowed to take either compensatory time or a stipend and both chose compensatory time. **Councilor Cox** said she had no recollection of a discussion during the FY15 budget review as to the need for money in this line item. Assistant Chief McCarthy said kenneling is the issue in that the two officers assigned to care for the department's two K-9's kennel the dogs in their home, but the dogs are sent to specialized private kennels when the officers go on vacation.

**MOTION:** On motion by Councilor Fonvielle, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council approve Special Budgetary Transfer 2015-SBT-28 in the amount of \$1,500 from Account #101000.10.211.51490.0000.00.000.00.051, Police Uniform, Specialty Positions Stipend to Account #101000.10.211.54290.0000.00.000.00.054 Police Uniform, Miscellaneous Special Office Supplies, for the purpose of funding purchases for the upkeep and supplies of the Police Department's K-9 unit.

**2. *Special Budgetary Transfer Request (2015-SBT-29) from Police Department***

**Assistant Chief McCarthy** explained that this transfer from a one-time contractual account to Police Administration, In-State Travel for a police officer's travel expenses for the recent funerals of two New York Police Officers killed in the line of duty. He explained that these five officers went on their own time, but the Chief wished to reimburse the officers for some of their travel expenses they incurred.

It was noted by the City Auditor, **Kenny Costa** that no further transfers will come from the Police-Administration, Contractual Incentive Pay account as it was now too depleted. He also discussed the creation of an out-of-state travel account for the Police Department, and that no changes need to be made at this time as he could make a journal entry to remedy the current situation.

**Councilor Cox** expressed she was impressed that five officers stepped forward to go to the New York funerals.

**MOTION:** On motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council approve Special Budgetary Transfer 2015-SBT-29 in the amount of \$500 from Account #101000.10.210.51500.0000.00.000.00.051, Police-Administration, Contractual Incentive Pay to Account #101000.10.210.57100.0000.00.000.00.057 Police-Administration, In-State Travel for the purpose of reimbursing a police officers' travel expenses.

**3. *Special Budgetary Transfer Request (2015-SBT-30) from Public Health Department***

**John Dunn**, CAO, said this transfer is to funding the first year of a three-year electric vehicle lease for three vehicles that will cost \$4,500 a year which he termed akin to a rental. The vehicles will be used by the Public Health, IT, Building and Community Development Departments. **Tom Daniel**, Community Development Director, further explained that this is an example of collaboration among the departments at the City Hall Annex, with Public Health and Inspectional Services as the primary users of the vehicles. He noted the contribution of Senior Planner, Matt Coogan's and his efforts to help the city meet the Green Community objective, of which the city is a part of that state initiative, for a 20 percent reduction in the city's energy consumption. He pointed out Mr. Coogan secured a grant

the previous year on behalf of the city, for electric vehicles. This Nissan incentive came forward, and while the grant was termed as, "great," the Nissan incentive is essentially almost at no cost to the city with the savings in energy consumption. Two charging stations will be installed at no cost to the city. He noted other grant funding that was secured to support the municipal energy consumption included \$250,000 last year through the Green Communities program went to an oil to gas boiler conversion at the O'Maley Innovation Middle School as well as purchasing the city's street lights for \$1 from National Grid that isn't changing the city's energy consumption right now but is netting \$160,000 in savings annually. It puts the city in a position to move forward to convert all the street lights to LED streetlights which will generate a reduction in energy consumption as well. He highlighted these initiatives as well saying they, too, were a result of Mr. Coogan's work to achieve the 20 percent objective. He noted that the three electrical vehicles are part of that energy reduction initiative by the city and at the same time helps the Annex departments overcome the issue of very old inefficient vehicles with the oldest vehicles dating back to 2000 with several more rated low fuel efficient.

Responding to several concerns voiced by **Councilor Cox** regarding the lease itself, Mr. Coogan explained there is a mileage cap, but based on fuel consumption history he said that the cap wouldn't be reached. **Mr. Dunn** added that issue could be reviewed at the end of each year. The issue is historically the cars' usage won't meet the mileage cap, but they will be sure to do a review, and rotate the vehicles if one has higher mileage that vehicle will be the last to be used at the time. Mr. Daniel said all city vehicles are tracked by the DPW which is done on an annual basis.

**Mr. Coogan** explained to the Committee the bid process for the vehicle leases and that an area dealership in Milford specializes in these leases but hastened to add that service is not done in Milford. The vehicles are made in America, he noted, and the cost is \$1,500 per car per year.

**Noreen Burke**, Public Health Director, from whose department the first year funds come out of, said the full-time Public Health nurse resigned in late summer but she continues to work part-time until a new full-time nurse is found, and this created the availability of the lag funds. **Councilor Cox** expressed concern that should a full-time nurse be hired that it would leave the department very tight for funding the full-time salary until the end of the fiscal year which she and Ms. Burke discussed. **Ms. Burke** expressed she is optimistic that she can make it work. It is anticipated that a new full-time nurse will not be hired at the immediate nearby due to the pool of candidates currently available under improving economic conditions.

**Mr. Dunn** said the money for the second and third year of the lease will be looked to be contained the FY16 and FY17 budgets. He reiterated Ms. Burke's statements regarding lag funds. The monies are available in the Public Health Department, and he reminded that it is a one-year commitment and will be distributed within the other user departments for the second and third year of the lease.

**Councilor Cox** said by not using the three oldest vehicles, fuel consumption will be a cost savings as well as maintenance costs compared to the new vehicles.

**Councilor McGeary** added that going forward the savings should offset most of the costs of the lease annually and literally becomes a free ride, to which Mr. Dunn also added his agreement. He discussed with the Committee that two of the three oldest vehicles will likely be retired. **Mr. Destino** noted it is the DPW's purview to use the third vehicle as they see fit or release it as that department is responsible for the city's fleet. **Mr. Coogan** pointed out that there is a fuel efficient policy that the city follows as a Green Community. The Crown Victoria's in the fleet are retired Police cruisers and wouldn't likely be reused if there is another vehicle available with high fuel efficiency.

**Mr. Daniel** added that through the Nissan incentive they were able to get two charging stations and the third will come from a grant. The vehicles will be stationed at the Annex where there will be two double-headed charging stations and perhaps eventually one at City Hall. **Councilor Cox** expressed concern about putting a permanent fixture like a charging station at the Annex as it is leased space and **Councilor McGeary** asked about charging station security overnight. **Mr. Coogan** suggested there is a way to turn the charging stations off and that per the grant the charging stations do not have to be open to the public 24 hours a day. **Mr. Dunn** said the charging stations are able to be moved. There will be electrical work and a pad involved but assured they can be moved. **Councilor McGeary** didn't object to the public access but also expressed concern for them being secure at night.

**MOTION: On motion by Councilor Fonvielle, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council approve Special Budgetary Transfer 2015-SBT-30 in the amount of \$4,500 from Account #101000.10.510.51100.0000.00.000.00.051, Public Health, Salary/Wage-Permanent Position to Account #101000.10.510.52830.0000.00.000.00.052, Public Health, Rent/Lease Vehicles, for the purpose of funding the first year of a three-year operating lease for three electric vehicles.**

**4. Administration's supplemental budget requests from free cash:**

- 2015-SA-11: Funds to replenish Mayor's contingency fund (\$10,000) (Cont'd from 01/08/15)

**Councilor Cox** mentioned the history report of the account for FY15 to date (on file) as requested from the last B&F meeting. This is an additional \$10,000, confirmed by both Mr. Costa and Mr. Dunn, above the \$10,000 budgeted to the FY15 budget for this line item bringing the total budget for this fiscal year will now be \$20,000. There would be about \$11,200 remaining once the transfer is made.

**Mr. Costa** said a lot of the charges to the credit card account were trips by the Mayor to national conferences. If there was an event in Boston, there are some charges to pay for things such as entry fees. There were several receptions held through the Mayor's office also. Advertisements were also funded that came in the last minute that account for some of the expenses in the Gloucester Times account.

**Mr. Destino** said this is a discretionary fund and assured it will not be abused. Any leftover funds will fall to the bottom line he pointed out. **Mr. Costa** said conference attendance for himself and several Councilors were paid out of this account as well.

**Councilor Fonvielle** suggested the transfer be reduced to \$5,000. **Councilor Cox** said in talks with the Mayor she learned that morale is low, and that there may be some initiatives for city employees paid from this account. **Mr. Destino** further discussed several small initiatives that will take place and be funded from the Mayor's contingency fund. **Councilor Fonvielle** said such initiatives should be from within the Personnel Department's budget line items, and **Councilor Cox** added her agreement. There is an employee recognition account, **Mr. Costa** and **Mr. Dunn** confirmed. **Mr. Destino** said visitors have come into the Mayor's office from foreign countries, as well as dignitaries, and it is appropriate to offer modest mementos of their visit. **Mr. Dunn** added that part of the credit card bills were related to the Mayor's Japan trip which wasn't entirely paid for by the corporate sponsors. He explained that in the other two communities he served such an account had been funded to at least \$15,000 to \$20,000 for coffees, Chamber of Commerce events, advertisements in fundraising magazines and each year was used in its entirety. He reminded the Committee additional funds were put into this account at the end of FY14.

**Councilor Cox** said that she is expecting this money will be used in an appropriate manner and would vote in favor of the full \$10,000 as a show of good faith and that the account had not been used as expected as it has never been budgeted more than \$10,000 annually and not depleted previously in such a manner. **Councilor McGeary** pointed out that \$10,000 is one-one hundredth of one percent of a city's annual budget which he termed as a reasonable discretionary fund for the CEO of a \$110 million corporation to have at her disposal.

**MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2015-SA-11 in the amount of \$10,000 (Ten Thousand Dollars) from the General Fund-Undesignated Fund Balance ("Free Cash"), Account #101000.10.000.35900.0000.00.000.00.000 to Mayor's Office, Contingency/Emergency, Account # 101000.10.121.57800.0000.00.000.00.057 for the purpose of paying unforeseen expenditures in the Mayor's Office.**

- 2015-SA-18: Funds to be set aside for future purchases of Chromebooks by the Gloucester School Dept. (\$150,000) (Cont'd from 01/08/15)

**Mr. Destino** said that there is a Special Education needs shortfall in the School Department of at least \$500,000, of which the city is obliged to fund. The Mayor has every intention of funding the Chromebook program going forward, he said, and noted that these Chromebooks don't have to be purchased until the middle of the summer. He said the Administration would like to pull this transfer back while accounts are swept to close the mandated funding gap and meet the School Department obligations.

**Council McGeary** said he would not object to the transfer from Free Cash for the purpose of the Chromebook purchases at this time. He pointed out this is an important, vital educational program and will take the Administration at their word to bring this matter forward because he said he didn't want to see this go by the wayside. **Councilor Fonvielle** also endorsed Councilor McGeary's sentiment on the matter. **Mr. Destino** said the Administration understands the sentiment of the Councilors. If the Schools agree to put this in the FY16 budget so that the 8<sup>th</sup> graders in September have the Chromebooks he would be agreeable. **Councilor Cox** said she would still want her questions answered as to the computers' security, insurance and how the first-year funding went forward from the School Department adding that it is important to apprise the Council of the program's progress and safeguards.

**MOTION: On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed to recommend that the City Council permit the Administration to withdraw 2015-SA-18 without prejudice.**

**5. Overview and Discussion of FY14 Tax Recap by City Auditor and CFO (Cont'd from 01/08/15)**

**Mr. Costa** reviewed the Tax Recapitulation documentation for Fiscal Year 2014 and acknowledged the team effort to prepare the annual documentation by his department, Mr. Dunn, his staff and Nancy Papows, Principal Assessor. Some matters he highlighted and discussed with the Committee with Mr. Dunn and Mr. Destino participating were:

- A review of the calculations to determine the city's Tax Levy Limit and the Maximum Allowable Levy.
- A breakdown of Appropriations and Authorizations through the City Council and Offset Receipts, Enterprise Funds and Community Preservation Fund which includes Revolving Funds and Borrowing Authorizations documentation is for budgeting purposes and shows the maximum amount that can be raised by through taxes also including the city's debt exclusions. Charges for services and Departmental Revenues are also contained in the document, "Local Receipts Not Allocated;
- Charges and Revenues (see discussion noted below);
- Tax Rate Recapitulation shows Amounts to be Raised, Estimated Receipts and Other Revenue Sources and a Summary of Total Amounts to be Raised and Total Receipts from all Sources;
- Tax Rate Summary, which is similarly as explained each year by Principal Assessor, Nancy Papows during the Tax Rate discussion and public hearing.

There was a brief discussion on the scheduling of a public hearing on the impact of the water debt shift with Mr. Destino and the city's financial team, it was noted that **Councilor McGeary** in his role as Council President would look at the Council's schedule and work with the Administration to determine a time for a public hearing in the coming weeks. Addressing remarks made by **Councilor McGeary**, **Mr. Dunn** confirmed valuation issues will be addressed to some degree to make clear that values don't move in lockstep, nor do single or multi-families and condominiums. He also noted that neighborhoods change also, and an increase of sales in a neighborhood affect valuations as well, and has a future effect. **Mr. Costa** said there is a line in the tax recap set aside for the abatements, this year \$390,000 and he explained that several years there were times that overlay surplus has been used for snow and ice deficits.

Local Receipts were reviewed for FY14 that the DOR also reviews to complete FY15 including the hotel/motel tax revenues that come back to the city from the state as well as the meals tax. It was also discussed that there should not be too large of an increase anticipate from departmental revenues each year. **Mr. Destino** briefly discussed the meals tax with the Committee and the city's revenue which shows the impact of tourism in the city, and a possible earmarking of funds from the city's meal tax revenue for the Tourism Commission, but that no conclusions were reached during the meeting. Auto excise revenue was touched upon also. Wind turbine revenue year to date was noted to be ahead of last year, and \$300,000 was budgeted which should be met. Kilowatt hour production is ahead of last year, and the kilowatt per hour rate has increased. Although the city is reimbursed at a higher rate, whatever the city consumes is paid at a higher rate, **Mr. Dunn** pointed out. National Grid sends the city a check and then the city in turn sends a check for the other 80 percent to Equity Partners, the company that owns and operates the wind turbine. It was termed as a unique situation whereas most of the municipal agreements for wind turbine energy are based on crediting municipalities for kilowatt hours produced.

There was also a brief discussion on Proposition 2 ½, and it was learned that a Proposition 2 ½ initiative can simply be utilized for funding the purchase of a fire department ladder truck by putting it forward as a referendum which, once approved by the city's voters, would sunset and doesn't become part of the levy as the debt goes away similar to the CSO Debt Shift and Water Debt shift – it is temporary. **Mr. Costa** submitted a document entitled, "Levy Limits: A primer on Proposition 2 ½, a Mass. Department of Revenue-Division of Local Services (placed on file) for the Committee to review.

For more information regarding the Tax Recapitulation, please go to:  
<https://dlsgateway.dor.state.ma.us/gateway/Public/WebForms/Login.aspx>

**6. Memo from City Auditor regarding accounts having expenditures which exceed their authorization & Auditor's Report**

**Mr. Costa** reviewed his reports with the Committee (on file).

**A motion was made, seconded and voted unanimously to adjourn the meeting at 6:05 p.m.**

**Respectfully submitted,  
Dana C. Jorgensson  
Clerk of Committees**

**DOCUMENTS/ITEMS SUBMITTED AT MEETING:**

- “Levy Limits: A primer on Proposition 2 ½, a Mass. Department of Revenue-Division of Local Services document submitted by Kenny Costa

DRAFT

**Budget & Finance Committee**  
February 5, 2015 – 4:30 p.m.  
**1<sup>st</sup> Fl. Council Committee Room – City Hall**  
-Minutes-

**Present:** Chair, Councilor Melissa Cox; Vice Chair, Councilor William Fonvielle; Councilor McGeary  
**Absent:** None.  
**Also Present:** Councilor LeBlanc (left at 5:00 p.m.); Jim Destino; Kenny Costa; John Dunn; Tom Daniel; Sal DiStefano, Sr.

The meeting was called to order at 4:30 p.m. Matters were taken out of order.

1. *Administration's supplemental budget requests from free cash (Cont'd from 01/08/15)*
  - *2015-SA-10: Support Design & installation of David Black Sculpture (\$30,000)*

This matter is before the City Council; therefore, no further action is required by the Committee at this time, and B&F Chair, **Councilor Cox** said this matter will be taken up on Tuesday, Feb. 10 under the B&F Committee Report to continue the discussion on the matter. **Councilor McGeary** and **Councilor Cox** both noted that the joint ward meeting regarding the sculpture and its proposed placement at Solomon Jacobs Park is postponed due to weather. **Mr. Destino** and **Councilor McGeary** briefly touched upon the National Grid lease agreement for the Harbormaster's building and pier noting that negotiation will be concluded by month's end. Information came forward at the Jan. 8 B&F meeting that part of the lease agreement included National Grid's contribution of installing a base pad for the David Black sculpture.

- *2015-SA-13: Funds for Community Development to support economic development (\$24,000)*

**Tom Daniel**, Community Development Director and **Salvatore DiStefano, Sr.**, Economic Development Director, outlined the successful placements for the city's economic development efforts as well as heightening awareness of the city's visitor-based economy, casting the city in a positive light in a variety of media settings as an inviting community to do business in and visit (referred public relations documentation from Mills Public Relations of Boston on file).

**Mr. DiStefano** highlighted some of the successful media opportunities that were taken advantage of in 2014, and spoke about the Boston Seafood Exposition (March 14-17 in Boston) and how there are plans for tie-in's with a media campaign tentatively titled "Innovate Gloucester." He said they are aggressively active in exploring ways to have the city be a place for new business to come to and grow. It was noted that Tom Gillett, Executive Director of the EDIC (Economic Development Industrial Corporation) has been working with Community Development as well. He said it is best to be aggressive in putting out positive stories on the city. **Mr. Daniel** added the public relations campaign is an on-going strategy about investment in Gloucester which he said is hard to quantify, but is more bang for the buck than investing in specific advertising. He reiterated it is important that the city be shown in a positive light and that the media hits that the city has had in the last year have been incredibly useful for the point of contact with prospective businesses interested in the city. He pointed out it is about leveraging this effort to move the public relations effort forward to make gains for the city's economic development. **Mr. DiStefano** pointed out there are a dozen countries the city has reached out aggressively to bring them here on the Monday of the Seafood Exposition and said it is important to see the story told, and that a PR company with the professional relationships can place those stories with key publications.

**Councilor Cox** said she likes the Gloucester 2.0 website, but when she googles "Gloucester," Gloucester 2.0 comes out far down on the list of items on the city. She lauded the Gloucester 2.0 website saying it is fresh and colorful with good stories, and urged they work to bump that up. She also encouraged that a link be created between that website and the city's official website face page for easy access for those thinking about investing in the city. She noted she didn't know what Gloucester 2.0 means. **Mr. Daniel** agreed that rebranding the name so that people can connect with it better was a worthwhile suggestion to be considered. **Mr. DiStefano** added that the rebranding of Gloucester 2.0 to "Innovate Gloucester" will be unveiled with the big kickoff at the Seafood Exposition. This funding will place the city's public relations firm ready to move forward to drive up the traffic to the sources of information on the city and ultimately lead businesses to the city.

**Councilor Cox** asked about the status of Mazzetta Corporation who was developing a property in the Blackburn Industrial Park for a lobster processing business which had been touted to employ 200 people. **Mr. Daniel** explained the building is under construction and limited processing is set to begin next month with full operations anticipated to start in June or July. He said he would be visiting with Mazzetta officials to ask about that company's hiring process and when the city will see more hiring taking place. It was pointed out that the closing on the property was delayed which pushed the construction back and is why things have moved a bit more slowly.

**Councilor Cox** commented about the city's Facebook page which had only 531 likes to date. She asked if there could be more publicity to residents to highlight how much good information is available to them there. She suggested that a flyer could be inserted in the tax bills. **John Dunn**, CFO, said flyers can go in the quarterly sewer and water bills, and that he would work with the Councilor to get that done.

**Councilor McGeary** highlighted a document he submitted to the Committee (on file) entitled, "What Makes Working Cities Work?" from a seminar given by Barry Bluestone on January 22, 2015 at the Massachusetts Municipal Association meeting that took place in Boston which discusses two main questions: What factors are most important in promoting economic development, and do municipal leaders have any control over what really matters. He noted tax rates weren't a factor in business relocation but four other factors, three of which were: available development sites, site amenities, and economic development marketing. He said he heard Mr. Bluestone say that some public relations is important but mostly it is about identifying what sites are good for business and marketing directly one-on-one to businesses. While this may be the purview of the EDIC, he said, one of the key factors for businesses relocating was personal outreach. He said he had no issue with the \$24,000 but felt there is a piece missing.

**Mr. Daniel** said that sometimes it is a prospect that knocks on the city's door. He gave an example of outreach with businesses. He explained how he is nurturing a current relationship also. He noted that in the case of Mazzetta, he worked with the broker who listed the space at the Blackburn Industrial Park, and worked with Mazzetta executives, setting up a meeting with state and local officials about what could be brought to the table, learned what their needs were and answered their questions. He cited the example of the Innovation House which was a unique and unusual situation in that Jon von Tetzchner, co-founder of Opera Software, literally walked up to the counter at the City Hall Annex to make an inquiry. **Mr. Daniel** said they showed him dozen of buildings and then briefly mentioned the Inn at Magnolia could be available, and that was how the Innovation House came to be in Magnolia. It, too, was about building a relationship, he said. As to waterfront industries, Community Develop is looking at businesses that could make use of the port infrastructure and look at prospects that need to be on the water. The work is going on daily, he said, and highlighted that Mr. DiStefano is aggressively pursuing contacts and help to meet the prospects' needs and shepherd them through the process. He said it is also working with the businesses that are already here in the city so they can be more successful which an important part of their work. **Mr. DiStefano** said the Seafood Exposition is the biggest direct marketing effort to date that will put the city in front of 20,000 people and companies from many foreign countries. It is hoped that the city will end up with companies relocating here through this single three-day event, and while it may not show immediate results, it will be worked on to bring businesses in. The only other state municipality participating in the Seafood Exposition is the City of Boston through its Redevelopment Authority, he said.

**Councilor McGeary** asked if Community Development Corporation (CDC). **Mr. DiStefano** said they had. There is a group of businesses joining together as an industrial park association. He said there will be an upcoming strategy session on industrial energy reduction, and that they will work with the CDC on the Seafood Exposition.

**Councilor McGeary** asked about the "Blue Economy" (a term referring to the book, "The Blue Economy 10 years - 100 innovations - 100 million jobs") and asked about actively soliciting businesses that may be associated with it. **Mr. Daniel** said it was not a useful tool to find a good fit for the city. The process of finding a good business fit for I4-C2 with the assistance of the Gulf of Maine Institute which identified prospects that are being worked on. **Mr. DiStefano** added that he is looking into a company that provides an on-line tool to help find possible real estate through expiring property leases for businesses to consider in their search for the best site if a property purchase is not how they wish to take their first step. For the Seafood Exposition they can do select VIP invites and is being researched. With the Innovate Gloucester effort, there would be a dedicated telephone number and email address where businesses can call for assistance which could be done easily and be built into the marketing effort for the city. **Councilor McGeary** and **Mr. Daniel** discussed the total public relations budget which was initially funded with \$50,000 from free cash and ran May through December. This \$24,000 covers six months.

**Councilor McGeary** noted the fourth item Mr. Bluestone said that makes a company relocate is a predictable permitting process and asked what the city is doing to ease this process for new businesses. **Mr. Daniel** said there is not a working group yet although it has been talked about. **Mr. DiStefano** said if there was a retention situation or a



new business coming into the city, the Administration and Community Development would be dedicated to work with the Council to move a permitting process forward as quickly as possible. He suggested a team effort to move permitting through ensuring no deadlines are missed, making companies aware of those deadlines and give it a "white glove" approach. **Councilor McGeary** said while that may be the better approach, a rethinking of the city's permitting process and the zoning ordinances is a long-term task, but until then, this is a worthwhile way to handle things until the revamping on those two fronts take place. **Mr. DiStefano**, using an example of a large West Coast city that revamped their zoning ordinances as the Councilor was suggesting, that the return was enormous. He said that he would like to look into what was done to see what might translate for Gloucester. **Mr. Daniel** added that the attitude of the Community Development staff is helping, facilitating, and getting businesses through the permitting processes. He said they hold a meeting with the applicant to put all the appropriate staff in front of them and address issues to assist the applicant through the permitting process. Predictability is important as is the attitude and approach of the staff to assist the applicant, he said.

**Mr. Dunn** informed the Committee that there is some information coming forward in the next Mayor's report that the city is in the process of the installation of a software tool that will assist the administration of the permitting process to make sure city departments are on board whether it is for a manufacturing facility or a roof replacement. Funds for this software tool was approved in the IT budget last spring, he pointed out, and this software will give an opportunity to show how the city processes permitting administratively which in turn will help the city to come up with policies to move things along more quickly.

**Councilor McGeary** expressed his pleasure that the Administration has found a place for Mr. DiStefano's abilities and skills in economic development in order to address the one-on-one business development on behalf of the city.

**Councilor Fonvielle** commented on the Bluestone report, the issue of corollaries, and also cautioned not putting too much stock in the numbers touted in it. He also said that he had been dissatisfied with the process of the first allocation of free cash to the public relations project but added that he is a big believer in PR. He said some of his dissatisfaction stemmed from it being a joint marketing project with the EDIC and Community Development as co-managers. He also pointed out that a prime objective should be dramatically updating the EDIC website which is a work in progress, he said, and is expected to happen soon in order to make it a more appropriate working tool for prospective businesses looking to invest in the city. He said part of a PR campaign should drive people to a world-class EDIC website as well as the city's own, germane to attracting investment in the city. He said he still endorsed a good PR campaign for the city to keep the pressure on the marketplace as part of the strategy, but that there is other pieces that have to be attended to.

**Councilor Fonvielle moved and Councilor McGeary seconded the transfer of funds associated with 2015-SA-13.**

**Mr. Costa** and the Committee then discussed that the account which would receive the \$24,000 in free cash was named "EDIC-Economic Development-Transfer from General Fund," which the Committee said it found misleading. While the previous PR efforts had been touted as a partnership with the EDIC, and the account purchase orders are created through Community Development solely through the Community Development Department and should be completely controlled by it, it was pointed out. **Mr. Costa** noted the account and its name had been in place for some time and was controlled through Community Development who opens the Purchase Orders and disburses the funds. **Mr. Daniel** said the account indicates a partnership quality and that the EDIC is involved in initiatives and collaborations, but he assured that the EDIC is not involved with the funding.

**Councilor Cox** asked that the name be changed to make it more specific to Community Development so that it was clearly understood where the money goes and who controls it. The Committee agreed with Mr. Costa's suggestion that the funds would go more appropriately to the Community Development, Contracted Services account.

**A motion was made, seconded and voted unanimously by the B&F Committee to amend the main motion to replace "EDIC-Economic Development-Transfer from General Fund," with, "Community Development, Contracted Services."**

**MOTION: On a motion by Councilor Fonvielle, seconded by Councilor McGeary, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve Supplemental Appropriation 2015-SA-13 in the amount of \$24,000 (Twenty Four Thousand Dollars) from the General Fund-Undesignated Fund Balance ("Free Cash"), Account #101000.10.000.35900.0000.00.000.00.000 to Community Development, Contracted Services, Account # 101000.10.181.52000.0000.00.000.00.052, Community Development, Contracted Services for the purpose of funding continued Public Relations/Marketing support for economic development, job creation and attracting investment to the City.**

**2. *Memo from City Auditor regarding accounts having expenditures which exceed their authorization & Auditor's Report***

**Mr. Costa** reviewed his documentation (on file) with the Committee. Additionally, he also advised the Committee that due to the recent unprecedented snowfall over two snow events in one week, the city was spending funds for snow and ice removal at a pace that is set to outstrip the increase of the emergency expenditure voted by the Council in October 2014. He recommended increasing the emergency expenditure by \$1,350,000 bringing the new total to \$2,000,000. With at least three more predicted snow events on the way in the next seven days, he recommended the increase of the emergency expenditure as appropriate at this time. He explained to the Committee the method by which his office is processing the bills from contractors. He pointed out that Snow and Ice represents the expenditure side of the ledger. He said that with a spending limit of \$1.1 million, the city will bump up against that ceiling shortly. He reminded the Committee that extending the emergency expenditure for Snow and Ice removal is consistent with Council action in previous years. This is not funding, he explained, just increasing the credit line. (Note: A municipality's Snow and Ice budget is the only line item the Department of Revenue allows a city or town to be deficit spent.)

**Mr. Destino** added that a MEMA reimbursement application has been filed for the first storm for a total of \$430,000 in disaster aid. That total amount folded in some of the expense of the second storm that followed quickly on the heels of winter storm "Juno." He said it is hoped that the window will be expanded by the state to include the quick storm which followed Juno and was why the city included expenses from it in the MEMA disaster aid application.

**MOTION:** On a motion by Councilor McGeary, seconded by Councilor Fonvielle, the Budget & Finance Committee voted 3 in favor, 0 opposed, to recommend that the City Council accept the provisions of MGL c. 44, §31D Snow and Ice Removal, Emergency Expenditures not to exceed \$2,000,000. The increase of emergency expenditure authority is \$1,350,000 added to the current FY2015 DPW Snow and Ice Removal appropriation budget of \$650,000.

A motion was made, seconded and voted unanimously to adjourn the meeting at 5:34 p.m.

Respectfully submitted,

**Dana C. Jorgensson**  
Clerk of Committees

**DOCUMENTS/ITEMS SUBMITTED AT MEETING: None.**

**Ordinances & Administration Committee**  
Monday, February 3, 2015 – 6:00 p.m.  
**1<sup>st</sup> Fl. Council Committee Room – City Hall**  
**Minutes**

**Present:** Chair, Councilor Robert Whynott; Councilor Robert Stewart; Councilor Joseph Ciolino

**Absent:** None.

**Also Present:** Councilor Verga; Councilor LeBlanc; Councilor Cox; Mayor Sefatia Theken; Jim Destino; Donna Compton; James Pope

The meeting was called to order at 6:05 p.m. Matters were taken out of order.

There was a quorum of the City Council when Councilor Stewart entered the meeting at 6:11 p.m. At that time Councilor Verga sitting in for Councilor Stewart left the Council table, and Councilor Cox also entered the meeting at the same time. Councilor LeBlanc left the meeting at 6:47 p.m. Councilor Verga left at 7:12, and there no longer was a quorum of the City Council.

**1. Management Reappointments (Cont'd from 01/05/15):**

Purchasing Agent

Donna Compton

TTE 02/14/16

**Mayor Theken** briefly reviewed Ms. Compton's extensive qualifications saying that she was an outstanding employee and an asset to the city. **Councilors Whynott and Ciolino** also lauded Ms. Compton's performance.

**MOTION:** On a motion by Councilor Verga, seconded by Councilor Ciolino, the Ordinances & Administration Committee voted 3 in favor, 0 opposed to recommend that the City Council reappoint Donna Compton as Purchasing Agent, TTE 02/14/16.

**2. Development of an advisory ballot question under City Charter Sec. 9-7 for the November 2015 election as to whether the city should discontinue fluoridation of its public water supply and that whether under City Charter Sec. 9-7 the Council should submit a Home Rule Petition to the State Legislature for a Special Act authorizing the discontinuance of fluoridation notwithstanding MGL c.111, §8C**

**Councilor Stewart** offered draft language for the Committee's review for an advisory ballot question regarding the question of whether to continue fluoridation of the city's public water supply and whether the Council should submit a Home Rule Petition to the State Legislature (placed on file). **Jim Destino**, CAO, asked that whatever language the Committee develops that it be reviewed by the Legal Department. Having reviewed Councilor Stewart's suggested draft language he offered that it was appropriately phrased, but that it needed wording to indicate it is an advisory question.

The language as presented read: "Shall the City Council, subject to the approval of the Mayor, file with the Massachusetts Legislature a home-rule petition to exempt the City from the requirement of General Laws, Title XVI, Chapter 111, Section 8C, that it continue fluoridation of the public water supply, and if such home-rule petition is approved, shall the City Council direct the Department of Public Health and the Department of Public Works to discontinue the fluoridation of the City Public Water Supply."

**Linda T. Lowe**, City Clerk, said the Council has no authority over fluoridation of the city water supply and therefore this has to be an advisory question to be placed on the municipal ballot. After the advisory ballot question is voted in November 2015, then the Council acts based on the advice of the voters, she noted. She also offered that the reference to Charter Sec.8-7 is incorrect and should be changed to Sec. 9-7

The language offered by Councilor Stewart is to be forwarded at the request of the O&A Committee to General Counsel for review to be crafted as an advisory ballot question for the November 2015 election.

This matter is continued to March 2, 2015.

**3. CC2014-050 (LeBlanc) Request speed study on Gloucester Avenue from its intersection with Maplewood Ave. to its intersection with Madison Ct. and to determine whether there should be a posted speed limit; and whether there should be a crosswalk on Gloucester Ave. in the vicinity of #53 (Cont'd from 01/05/15)**

**Councilor LeBlanc** noted that the Traffic Commission at its Jan. 15 meeting did not recommend that the state be petitioned for a speed limit change for Gloucester Avenue from its intersection with Maplewood Avenue to its intersection with Madison Court.

As to the issue of a crosswalk, the Commission recommended that a crosswalk installation in the vicinity of #53 Gloucester Avenue would be appropriate, to which **Councilor LeBlanc** expressed agreement saying that crossing the street at the 53 Gloucester Avenue is akin to playing chicken. **Councilor Ciolino** also agreed.

**MOTION:** On a motion by Councilor Verga, seconded by Councilor Ciolino, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council approve, pursuant to GCO Sec. 21-6 and MGL c. 38, §25, a crosswalk for public safety purposes be installed in the vicinity of Gloucester Avenue #53.

This matter will be presented under Committee Report.

**4. CC2014-040 (Verga) Request to review the matter of requiring that all meeting notices and agendas for all public meetings of all City boards, commissions and committees, including City Council and School Committee, be posted on the City's website (returned from City Council 12/16/14)(Cont'd from 01/05/15)**

**Councilor Verga** said Suzanne Egan, former General Counsel had some questions regarding the posting of agendas but she left before submitting her concerns to the Committee.

**Mr. Destino** said that the issue is two-fold -- the city's ability to post meetings on the website and the logistics to do so.

**James Pope**, IT Director, said there is no technology barrier to allowing boards, committees, commission or city staff to do posting of events, agendas and minutes on to the city's website. It is operationally where the questions lay.

**Councilor Whynott** asked if there was a way to set it up to insert a notice and it goes to go up automatically. **Mr. Pope** briefly explained the particulars of the actions that would need to be taken which take about five minutes to post an agenda and an event on the city's website calendar. **Mr. Destino** added that board, committee or commission minutes shouldn't be posted until they've been accepted and voted on by their respective board, committee or commission. It isn't the minutes, but uploading the agendas which have to be date stamped and goes through the City Clerk's office, not the IT Department, although IT would help the Clerk's office. It was discussed that such a process, considering the many boards, committees and commissions involved would take a lot of time and effort in the Clerk's office and would take one person at least part-time.

While the O&A Chair and several staff said this is a good idea, **Mr. Destino** said it remains that the logistics to get it done would need some research to see how other cities and towns manage this and any associated pitfalls.

**Ms. Lowe** said she agreed with the principals and motives, but there is no point proceeding with a new approach unless it complies with the Open Meeting Law. All agendas, not just meeting notices, with a new system will have to show a "time stamp," if the website serves as a second venue for posting the meeting notices to be compliant with the Open Meeting Law ("OML"). The state recognizes a website is accessible 24/7. Posted agendas have to have the time stamp in the Clerk's office, or the time posting on the website that essentially date/stamps the notice and it must show on the face of the posted agenda. Minutes are less problematic as the minutes must be promptly filed, at least to the City Clerk's office, it was noted, and how the minutes go to the website is not as great a concern. She said that she's not seen anything yet that proves out all the concerns as well as the person who would manage this new system, ensuring that meeting notices are proper and posted in a timely manner. She concluded by saying when this system is implemented, it must be done correctly and be compliant with the Open Meeting Law.

**Councilor Whynott** said that there are certain issues that arise about posting agendas and **Ms. Lowe** discussed further some of the issues faced now by her office and how there are pitfalls including people sending agendas to be posted outside normal business hours.

**Mayor Theken** agreed the concept is great but that investment in the staff would have to be made as with the technology. The members of the committees, boards and commissions, all volunteers, may not be able to handle the technology.

**Councilor Ciolino** briefly reviewed GCO Sec. 2-64(b), said that the boiler plate is in place. There is no action necessary, he said, but the problem is the implementation by the City Clerk. The mechanism to enforce the ordinance is not in place, he said, and it is a budget issue. **Mayor Theken** pointed out that there is no money now to hire a person and that Ms. Lowe will have to put this in her budget and see if the money can be found. **Mr. Destino** said someone has to take ownership in the Clerk's office to get it done. As to the posting it is informational as to

minutes and can be submitted to Mr. Pope, he suggested. He said there is a need to find a better system. It is time and money, he pointed out.

**Councilor Verga** expressed his disagreement by saying that the City Clerk posts agendas at the Police Station and at City Hall. If the state recognizes the city's website it is almost a wash to post on it by removing the action of posting at the Police Station as the website becomes the 24/7 venue. The minutes are a bonus, he said. It is about the posting of the agendas so that the community knows what is going on. He said this dilemma should be viewed as how it can work and there is a way to make the function technologically accessible in order for residents to see all the meetings that are taking place.

**Mr. Destino** said it is not just the ability to put up the physical agenda, but ensuring agendas are posted appropriately. He said that the IT Department is ready, but the City Clerk's office has to be able to get the information to the IT Department and that the issue is staffing in the City Clerk's office. **Mr. Pope** said there were two options – now speaking of the website as the second venue not the Police Department. The Committee, Ms. Lowe and Mr. Pope discussed the need for public facing date/time stamps for agendas posted on the website, which at this time is a barrier and to ensure the posting is done within the appropriate 48 hour window per the OML.

**Ms. Lowe** said she is not complaining about staffing, and agrees this is a good idea but wants this to be done properly to ensure there are no violations of the OML. The time stamp is the issue, as is the law itself. She said she spoke to the OML division of the State's Attorney General's office, explaining they post their meeting electronically and she said there is a way to time/stamp the agendas. If there is a way to do it, it needs to be assured that the precise time that the posting happens is distinct and complies with all aspects of the OML.

**Councilor Cox** said that the Mayor's office and the City Clerk's office and Council are here to support the Boards, Committees and Commissions. The Boards consists of volunteers and usually they are older, as computer savvy. She said she didn't want this entire burden to be placed on the IT Department. That department should be able to set up the process, but another staff member has to be responsible to put up the agendas. The whole process needs to be on the website, she said, regardless of the notice of the agendas, but what happens if the website goes down for 24 hours? This is a long way from being finished but that there is good progress being made. She said this function should be housed in the Clerk's office, not IT.

**Councilor Stewart** asked if they could develop a procedure for posting agendas, determine if it is feasible and learn how Ms. Lowe would propose to do this, and would the process require another staff member for the Clerk's office to manage this function.

**Mayor Theken** suggested that there could be a trial period to post agendas. **Councilor Whynott** spoke to the staffing in the City Clerk's office and suggested that when times get tough that half time person will be taken away. **Mayor Theken** said she would like to see Mr. Pope and Ms. Lowe work on the situation and as soon as they say it is ready to go they will

**Joel Favazza**, 25 Acacia Street, said as an attorney he had approached Councilor Verga in May of 2014 which precipitated this matter. He said it was great that logistics are being worked out, but of importance is that the calendar posting events/meetings be concentrated on as it has subscription-based functionality. If that posting goes up, and a person subscribes to the city's "Notify Me" system, a person will get an email saying that a meeting is taking place as soon as the event is posted. If a board didn't comply with the 48 hours window, they can't have a meeting, he agreed, and if it was attempted it would not be legal. In addition for posting the agendas, it is getting the events on the calendar, he said. **Mr. Pope** said anyone can subscribe to the city's calendar of events and they can subscribe separately for different boards, committees or commission they may be interested in. Uploading an agenda is a separate action from placing the meeting on the city's event calendar.

**Mr. Destino** suggested the City Clerk put a policy together and work with Mr. Pope with the physical steps to comply with the OML for agendas. In the least it can be reevaluated for how much time it will consume by staff, he said. To just do it without a process in place may not be the most appropriate action to take, he cautioned.

**Councilor Ciolino** said problems will increase as technology improves and then to see if there is money that could possibly be budgeted for a half-time person to assist the Clerk's office if it is determined that it is necessary, he insisted. **Ms. Lowe** reiterated that the problem of minutes is many boards, committees and commissions don't do them and don't submit them to the Clerk's office at all. In a brief discussion between **Councilor Whynott** and **Mr. Destino** it was also suggested that there should be a meeting of all boards, committees and commissions to advise them of their responsibilities to the city and other matters which used to be done yearly. **Councilor Cox** volunteered to assist.

**Mr. Pope** and **Ms. Lowe** would meet to work on the procedural issues and report back to the Committee at its next meeting.

This matter is continued to March 2, 2015.

5. **CC2015-001 (Verga) Request P&D & O&A Standing Committees together and in connection with City Council Order 2014-039 regarding the position of the Executive Director of the Fisheries Commission, assure that the structure of the Fisheries Commission be consistent with the requirements of the Special Acts governing the commission particularly the requirements of Chapter 361 of the Acts of 1980 and Chapter 740 of the Acts of 1981 (Referred to P&D Committee in tandem)**

**Councilor Verga** said he has a call into State Rep. Ann Margaret Ferrante to work with her to write something new to reflect what the Fisheries Commission does now and what is needed for the future for the city's fisheries. He reviewed the P&D Committee's discussion on this matter from his Committee's Jan. 21 meeting. He is suggested that the acts be scrapped and write a new draft for a Home Rule Petition. The Magnuson Act doesn't stand in the way of the Home Rule Petition to revise the Fisheries Commission, **Ms. Lowe** said. **Councilor Whynott** acknowledged that the Fisheries Commission Executive Director is an important position.

**Mayor Theken** said she is suggesting that the Fisheries Commission Executive Director be part-time and that funds be found, and discussed that there are multiple issues that need to be embraced for the Fisheries Commission. **Councilor Whynott** agreed that the need for a part-time Executive Director is very necessary. **Councilor Ciolino** discussed with Mayor Theken about combining jobs in Community Development for the Harbor Planning Director and Director of Economic Development. She also offered the Administration's assistance to Councilor Verga to help to arrange a meeting with Rep. Ferrante to move the matter forward at a faster pace.

**Mr. Destino** said the Administration would like to get the Commission settled and the Executive Director position as well and wants the two issues to coincide.

This matter is continued to March 2, 2016.

6. **CC2015-002 (Cox) Request the O&A and Traffic Commission review the parking restrictions in GCO Chapter 22 for Elm Street in the area between the intersection of Federal Street and Elm Street and the intersection of Main Street and the vicinity of 9 Elm Street and amend GCO Sec. 22-270, Sec. 22-273 and Sec. 22-274 (Referred to Traffic Commission in tandem)**

**Councilor Cox** explained that Bob Ryan, Chair of the Traffic Commission forwarded recommendations to amend the Code of Ordinances regarding Elm Street in the Council Order to remove redundancies and make parking on Elm Street more appropriate. The Committee, it was noted, had the recommendations as made by Mr. Ryan after the Commission's site visit on Saturday, Jan. 31, which in turn was forwarded to the Councilors via email (on file) previous to the meeting for their review. She advised there was no impact to any businesses in the immediate area after having surveyed and informed them of her intentions. As the Committee had appropriate recommendations from the Traffic Commission which **Councilor Cox** also endorsed, and after a discussion with **Councilor Ciolino** allaying some minor concerns, and the Committee voted to recommend to the City Council the following measures:

1) MOTION: On a motion by Councilor Stewart, seconded by Councilor Ciolino, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO Sec. 22-274 "Two Hour Parking," by DELETING "Elm Street, westerly side, from Main Street to Federal Street."

2) MOTION: On a motion by Councilor Stewart, seconded by Councilor Ciolino, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO Sec. 22-273, "Parking Prohibited between certain hours on certain days," by DELETING, "Elm Street, easterly side, from Federal Street to Main Street."

3) MOTION: On a motion by Councilor Stewart, seconded by Councilor Ciolino, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO Sec. 22-270, "Parking Prohibited at all times," by DELETING "Elm Street easterly side, beginning at a point on the curbing 11 feet south of the boundary line of the properties numbered 17 and 19 Elm Street to a point on the curbing 78 feet north from such first mentioned point."

MOTION: On a motion by Councilor Stewart, seconded by Councilor Ciolino, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO Sec. 22-270, "Parking

Prohibited at all times,” by ADDING “Elm Street, easterly side, from a point beginning 260 feet in a northerly direction from its intersection with Main Street for a distance of 135 feet.”

4) MOTION: On a motion by Councilor Stewart, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO Sec. 22-291, “Tow Away Zone” by ADDING “Elm Street, easterly side from a point beginning 260 feet in a northerly direction from its intersection with Main Street for a distance of 135 feet.”

These matters will be advertised for public hearing.

**A motion was made, seconded and voted unanimously to adjourn the meeting at 7:22 p.m.**

**Respectfully submitted,**

**Dana C. Jorgensson**  
**Clerk of Committees**

**DOCUMENTS/ITEMS SUBMITTED AT MEETING:**

- Draft Language from Councilor Stewart related to an advisory question for the November 2015 municipal ballot regarding whether the city should continue to fluoridate its public water supply and if voters advise not, to petition the state via a Home Rule Petition to remove fluoride from the city’s public water supply

**Planning & Development Committee**  
January 21, 2015 – 5:30 p.m.  
**1<sup>st</sup> Fl. Council Committee Room – City Hall**  
-Minutes-

**Present:** Chair, Councilor Greg Verga; Vice Chair, Councilor Paul Lundberg; Councilor Steven LeBlanc  
**Absent:** None.

**Also Present:** Councilor McGeary; Councilor Fonvielle; Linda T. Lowe; Jim Destino; Salvatore DiStefano, Sr.; Tom Daniel;

The meeting was called to order at 5:30 p.m. There was a quorum of the City Council until Councilor Fonvielle left the meeting at 5:50 p.m.

**1. Memorandum from Administration re: Options for the Fuller property RFP (Cont'd from 12/10/14)**

**Councilor Verga** explained that the Council had anticipated receipt of a report from the Safety Committee after the last P&D meeting. **Salvatore DiStefano**, Director of Economic Development, said the final copy was received in the Mayor's office after having been returned to the consultant for final revisions. He informed the Committee that the report had yet to be forwarded to the Council as it is under review by the Mayor now. He reported the document is complete.

**Jim Destino**, CAO, confirmed that the final report is in the Mayor's hands and expressed that the Administration hopes to be able to offer further information and options for the Fuller property ("property") use to the Council soon, highlighting the Council's important role in crafting the Request for Proposal (RFP). If one of the options is to set aside a portion of the Fuller property for future city use and sell the other piece, the property will need to be subdivided ahead of the RFP being issued, he pointed out, if the decision is to sell a part of the Fuller property. **Councilor Verga** said he recalled that there had been a conversation with the Committee to start looking at subdividing the property. **Mr. Destino** said it is premature as options are not firmed up yet. He suggested that there should be a workshop with the Administration and Council to review options for the property and what can be done in the short term. He said that with the city bumping up against its debt limit for borrowing and the West Parish borrowing coming on line, it will be difficult inside the operating budget to do much for the city, and various financial tools to fund the options will also have to be examined.

**Councilor McGeary** suggested that the Public Safety Center is a conceptual decision that needs to be made perhaps five to ten years from now. He further suggested that if that is the best use of a portion of the property it is something that should be included in the RFP. He asked was it possible to craft the RFP to say city will want to use "X" number of square feet for a purpose but is willing to work with a developer to locate it to their mutual advantage, and then subdivide the property. **Mr. Destino** said it is also about identifying the best access on the property for the Public Safety Center and subdivide the property so the city holds onto the portion for its future needs. Without completely finishing the review of the Public Safety Report and the Response Time Studies which shows response times aren't really improved at this property's location to where they are today. He pointed out there is a need for the Fire Department's current and future needs expressing that the fire apparatus is nearly too large to fit into Central Station bays now. He said that public safety is paramount in the decision making process, but reiterated that the Administration is not yet ready to make a proposal and that he would like to work with the Mayor and the Council to arrange the workshop, but they're not ready yet. He also pointed out that the city has no General Counsel at this time, and said many of the questions coming forward need to be run through General Council and advised it would be appropriate to wait until position is filled. **Councilor McGeary** said he is either for or against the Public Safety Center on the property, but if the decision is to do that, then the decision should be made before the RFP is issued even if the city isn't ready to move forward with the project for several years. **Mr. Destino** said whether it is for office space or the city's pre-school center it will all be considered when the decision is made how to proceed with consensus.

**Councilor LeBlanc** pointed out the property has been surplus by the School Committee for some time, and asked when the Council could move forward to accept the vote of the School Committee. **Councilor Verga** advised that there are three things referring to former Mayor Kirk's original memo which asked that not only for the Council to accept the School Committee vote to surplus the property, and get the RFP out, and then to put forward the conditions on which the Council would find the RFP acceptable to be released. He acknowledged that the Administration proffered a motion for the Council to accept the School Committee vote which he agreed should be done saying that without the acceptance of the declaration nothing can move forward.



The Committee expressed their agreement that the property would not be used as a school again or that a school be rebuilt on that location and that the Council should accept the School Committee's vote.

**Mr. Destino** added said part of the analysis he's undertaking is looking at the leases the city holds for private property to house city departments, and noted that \$280,000 is being spent for the pre-school to lease space plus the \$40,000 for its utilities, as well as the Pond Road City Hall Annex lease need addressing. He said the matter of the leasing and what to do about it will be put forward at a later time during the discussion as options for the Council's consideration.

**Councilor Verga** said he would like information on the Linsky property, that if the property is set aside for a Public Safety Center, the Linsky property which is now for sale would be good for the city to possibly have for fire and police access from the property. **Mr. DiStefano** said he has asked for information on that property in relation to the Councilor's ask and would present that as part of the Administration's information package. **Mr. Destino** said it is the Administration's intent to tackle the project this year, and that the property as it stands is a public safety hazard and the city needs to move forward as quickly as possible.

**Councilor Lundberg** reminded the Committee of the non-binding referendum on last year's ballot where the voters made it known they preferred a multi-use option for the property. **Councilor McGeary** also reminded the Committee and Administration representatives of the domino effect or "knock on" in removing the Fire Station to the property and the Annex moving elsewhere -- that the study should include knock on effects -- what is positive and negative. **Councilor Verga** said there will need to be a discussion about the Police Department building if the police move to the property -- and that a conversation needs to be had with the District Court system.

**Councilor LeBlanc** pointed out that they're talking about the YMCA, the Public Safety departments and the City Hall Annex moving to the property, but cautioned that the Council should remember there is a need to keep the downtown vibrant and viable as well which is another potential knock on effect.

**MOTION: On a motion by Councilor Lundberg, seconded Councilor Lundberg, the Planning & Development Committee voted 3 in favor, 0 opposed to recommend that the City Council accept the vote of the Gloucester School Committee to declare the property located on Schoolhouse Road and known as the Fuller School property being approximately 13.3+/- acres as surplus school property which is no longer needed for school purposes. This vote shall not serve as an authorization by the Council to dispose of this land under GCO c. 2, Sec. 2-3(a) or Under MGL c. 30B.**

**This matter is now considered closed by the Committee.**

**2. SCP2014-012: Thatcher Road #78, Map 179, Lot 44, GZO 2.3.1.7 conversion to or new multi-family or apartment dwelling, four to six dwelling units and Sec. 2.7.1 Major Projects (Cont'd from 01/07/15)**

**Councilor Verga** said this matter is still under advisement with ConCom who has been pushed out further their deliberations on the project, and other city departments who need to submit information to the Committee have yet to conclude their review on the project. He said this would be an introductory review of the project.

**Joel Favazza**, Seaside Legal Solutions, Gloucester, MA, representing the applicant, 78 Thatcher Road LLC by John P. Flaherty, Manager, and reviewed the Special Council Permit under GZO Sec. 2.3.1.7 for a new multi-family or apartment dwelling, four to six dwelling units, and Sec. 2.7.1 Major Projects presented an overview of the applicant's project as follows:

**OVERVIEW OF PROPERTY AND ZONING:**

The P&D Committee is waiting at this time to hear from the Planning Board, city staff and the Conservation Commission (ConCom). The project would have had to go before ConCom because the property is situated in buffer zone. ConCom has already suggested changes to the landscaping plan, and that the Fire Chief and the City Engineer have asked for changes and are working with the project's architect to firm up plan amendments and are not yet ready.

One of the reasons the Committee is waiting for the information from the Planning Board and city staff technical reports is because the property on the opposite corner of Witham Street and Thatcher Road pulled a permit for a twelve-unit condominium project within 36 months of this application being received by the Council and thereby forces this applicant into a Major Project review project standard -- otherwise this would have come before the Council as a multi-family project as the scale of the project would not have reached the Major Project threshold. The property at 78 Thatcher Road is better known as the site of Amelia's Restaurant adjacent to Good Harbor Beach. It was noted by **Mr. Favazza** that the 78 Thatcher Road project is in no way related to the project at 74 Thatcher Road, also a condominium development by Briernack Realty LLC.

The process has been ongoing since May 2014. The property at 78 Thatcher Road is on a corner of Witham and Thatcher Road. The parcel was zoned Extensive Business which didn't allow residential use. The owner, 78 Thatcher Road LLC, John Flaherty as manager of the LLC who proposed to put residences on the property, it necessitated that the parcel be rezoned which went through the Council and Planning Board and was changed to R-10, matching the neighboring properties.

#### HEIGHT AND FLOOD PLAIN CONSIDERATIONS:

The applicant went to the Zoning Board of Appeals (ZBA) for dimensional relief. At a multifamily level setbacks are driven in part by the height of the building – the building height will be 34 feet, 6 inches which places the building 20 feet above the arbitrary 15 foot height limit, which means that there is a need to add 20 feet of setback to all of the project's setbacks. The project had been designed initially with setbacks from a 30 foot height. But the fact that the property is in a flood plain that requires that the first habitable level is above the flood plain. The flood plain is about 6 to 7 feet above level the existing parking lot. If the first level is started 6 to 7 feet up it creates an awkward space under the building which can't be used for any purpose so the architect made the decision to go up a few more feet in order to create garages underneath the six units which makes practical use of the uninhabitable area and it adds significant parking to the project. This then brings the height of the building to 35 feet which is measured to the building peaks, as well as the railings of roof decks centered on the roof.

The ZBA process put through the requested dimensional relief determining that the building is sufficiently set back so that it doesn't create overshadowing or towering conditions. Different building materials, moving the attached units forward and as recessed, and roof styles will be used to break up the visual effect as viewed from the street.

Plan CS-1 (on file and displayed to the Committee) shows the footprint of the proposed building with the shape of the building being driven by the setbacks and the shape of the lot. After receiving zoning relief the Special Council Permit application was submitted for a multi-family dwelling, and under the Major Project review.

#### NEIGHBORHOOD MEETINGS ON PROJECT:

Before each of the filings, both the rezoning and the ZBA, three informational neighborhood meetings were held at the site attended by 24 to 36 neighbors for each meeting that had the plans on display with informal question and answer sessions. It was Ward 1 Councilor, Paul McGeary, was present at all three meetings. There have been no vocal opponents, although some concern was expressed regarding off-street parking and flooding issues, which Mr. Favazza said that all concerns appear to have been adequately addressed.

#### FLOOR PLANS:

The project calls for two levels of three flats so that each unit is a single level living space. Each unit has a dedicated parking garage under the building and there is also on-site parking.

#### LANDSCAPING & STORMWATER:

**Councilor McGeary** inquired about the planned landscaping. **Mr. Favazza** noted if one drives to the site now they would see neatly trimmed grass extending from the legal way through the property line which shows the improved portion of Thatcher Road. He noted that the architect using grading techniques to create undulations on the property to simulate dune shapes to be planted with dune grasses fitting into a coastal beach area and to help to shield the first level parking garages with decorative walls. It is anticipated the building will appear as a two story structure from the street making it more pleasing to the eye. ConCom pointed out that the planting plan had some non-native species that would have survived, but had advised that all native species would be more appropriate, and that plan is being revised currently and will be submitted for ConCom's approval.

**Mr. Favazza** also spoke of the stormwater controls on further inquiry by **Councilor McGeary**. He explained the following: The applicant's site engineer and the city engineer have been working collaboratively on the project's stormwater management. Standards require that a stormwater system plans for "the big event." The entire parcel is a flood plain, and when such a big event happens, there will be standing water on the site. The garages are being built to all flood plain regulations to ensure that water is able to pass through but at the same time maintaining the proper separation of garage bays to meet fire codes, which have been worked out.

The rest of the planning is based on what transpires during normal rain events. The plan is to reuse some components of the on-site stormwater containment system and upgrading what remains on site if it is needed, and installing some new components to the stormwater system.

Plan C3-Grading and Drainage on the site was displayed (on file). It was noted that the units will be hooked up to city sanitary disposal. For stormwater disposal, before water meets public drains, run-off is directed to multiple bio-retention beds for natural sediment control. Within the underground pipes will be sediment traps/separators, and described the bio-retention areas for the Committee based on the Grading and Drainage plan on file. The plan was described is to store as much of the snow on site as possible, and when the bio-retention area is passed and two of

the guest parking spaces on the northerly side of the building, the snow will have to be removed off of the property. It was noted the applicant is committed to not piling snow along the roadways and the drives.

**PUBLIC SAFETY ASPECTS OF PROJECT:**

Another issue being worked out is fire apparatus access to the property and proposed structure. The openings for both driveways are the existing curb cuts which were proposed at 18 feet, but per the suggestion of city staff the curb cuts will be widened to 24 feet. This widening of the curb cuts will mean that even the Fire Department's ladder truck will be able to make all of the turns on the property without having to mount curbs or lawn. The Fire Department is also working on the location of the "Siamese" connection for the fire hoses which is anticipated being located the western side of the building (to be determined by the Fire Department). The Fire Department has acknowledged to the applicant that in case of an issue in the building, their equipment would be staged on Witham Street, and therefore that is the side of the property where the connection would be and is preferred.

**Councilor McGeary** confirmed that he did attend all three neighborhood meetings well attended by the neighbors, and the response to the project was generally positive.

**This matter is continued to February 18, 2015.**

3. **CC2015-001 (Verga) Request P&D & O&A Standing Committees together and in connection with City Council Order 2014-039 regarding the position of the Executive Director of the Fisheries Commission, assure that the structure of the Fisheries Commission be consistent with the requirements of the Special Acts governing the commission particularly the requirements of Chapter 361 of the Acts of 1980 and Chapter 740 of the Acts of 1981**

**Councilor Verga** said he put in an order for O&A Committee to look at the job description of Executive Director of the Fisheries Commission late last year, which is under review with the Fisheries Commission at this time. It was brought to his attention that the composition of the Commission didn't comply with the Special Acts which governed it and so he put forward this current order so that there could be clarity on that and several other possible issues related to the Fisheries Commission.

**Ms. Lowe** noted that in the last iteration of special acts (on file) some years ago it says the Fisheries Commission is composed of 13 members which she termed as unwieldy, as did **Councilor Verga**. She said she spoke prior to the meeting with the Chair, and that a Pier Advisory Board created in under the Special Acts of 1981 for the development of the city's State Fish Pier under MGL c. 740. That Board was created to oversee the building of the State Fish Pier, and in reading through that Act, Ms. Lowe said she learned that it is the Pier Advisory Board that is charged with appointing the Executive Director of the Fisheries Commission that position reports to that Board. She said she spoke to Jim Caulkett, Harbormaster, which led her to a division of MassDevelopment's executive for the State Fish Pier who said that the Pier Advisory Board hasn't existed for years and is defunct. **Ms. Lowe** suggested that another Special Act should be put forward acknowledging that the Pier Advisory Board is defunct and that there is a need for clarification not only for the Fisheries Commission's Executive Director position, but whom and redefining that position, as well as the Commission's composition.

**Councilor Lundberg** said the Fisheries Commission is a creature of the state law but the Mayor is the appointing authority of it. **Ms. Lowe** said it is an oddity and doesn't know why it was in a special act, but noted it is not a standard local board, and that state law authorized the Commission's creation. Changes such as those which are suggested are always by Special Acts of the Commonwealth legislature.

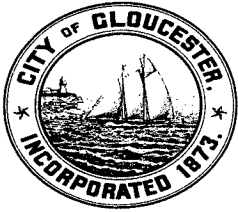
**Councilor Verga** said the city isn't handling the Fisheries Commission correctly in relation to the Special Acts, it appears and to that end he would place a call to State Representative Ann-Margaret Ferrante to work on a Special Act to make the Commission and its position of Executive Director more realistic. He noted as the Commission is composed now, it is hard to get a quorum with nine active members.

**This matter is continued to March 18, 2015.**

**A motion was made, seconded and voted unanimously to adjourn the meeting at 6:13 p.m.**

**Respectfully submitted,  
Dana C. Jorgenson,  
Clerk of Committees**

**DOCUMENTS/ITEMS RECEIVED AT MEETING: None.**



## GLOUCESTER CITY COUNCIL 2015 PUBLIC HEARING

**PUBLIC HEARING NUMBER:** PH2015-006

**SUBJECT:** SCP2014-012: Thatcher Road #78, Map 179, Lot 44, GZO 2.3.1.7  
Conversion to or new multi-family or apartment dwelling, four to  
six dwelling units and Sec. 5.7.1 Major Projects

**DATE OPENED:** 02/10/15

**CONTINUED TO:** 02/24/15

**CONTINUED FROM:** 01/13/15, 01/27/15(Cancelled Meeting)

**COMMITTEE:** P&D 01/07/15, 01/21/15

Legals

**NOTICE OF PUBLIC HEARINGS**

In accordance with the provisions of MGL Chapter 40A, section 11, the Gloucester City Council will hold public hearings on Tuesday, January 13, 2015 at 7:00 PM in the Kyroutz Auditorium, City Hall, relative to the following Special Council Permit Applications:

**SCP2014-012:** 78 Thatcher Road, LLC by John P. Flaherty, Manager for a Special Council Permit to build a 6-unit multi-family pursuant to GZO Sec. 2.3.1.7 and 5.7.1 located at 78 Thatcher Road, Assessors Map 179, Lot 44 in the R-10 (Medium/High Density Residential) District.

**SCP2014-013:** Marc Cunningham and Melissa Cunningham for a Special Council Permit for building height in excess of 35 feet pursuant to GZO Sec. 1.10.1(a) (1) and Sec. 3.1.6(b) located at 125 Mt. Pleasant Avenue, Assessors Map 79, Lot 17 in the R-10 (Medium/High Density Residential) District.

At the public hearings, all interested persons will have the opportunity to be heard based on the procedures determine by the Council. All written communications to the Council must be received by the office of the City Clerk no later than 3 business days (excluding holidays and weekends) prior to the scheduled hearing date or any continuation by the Council of such date in order to be considered by the Council as part of the public hearing.

By Vote of the City Council  
Linda T. Lowe, City Clerk  
GT - 12/29/14, 1/5/15

THIS PUBLIC HEARING WILL BE OPENED AND CONTINUED TO THE FEBRUARY 24, 2015  
CITY COUNCIL MEETING

CITY CLERK  
GLOUCESTER, MA  
15 JAN 22 PM 4:07

January 22, 2015

City of Gloucester City Council  
c/o Linda T. Lowe, City Clerk  
City Hall – Nine Dale Avenue  
Gloucester, MA 01930

**RE: 78 THATCHER ROAD, LLC – MULTI-FAMILY PERMIT APPLICATION**

Dear Councilors:

This office continues to represent 78 Thatcher Road, LLC, which filed an application for a Multi-Family Special Permit with the City of Gloucester City Council on November 12, 2014. I am writing on behalf of my client to waive its right to a public hearing on its application within sixty-five days of filing and extend the deadline for such a hearing to February 24, 2015.

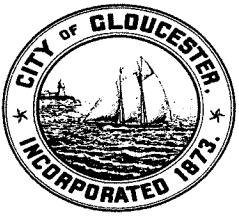
Please contact my office if you have any questions or concerns. Thank you.

Sincerely,



Joel Favazza

JF/fea



## GLOUCESTER CITY COUNCIL 2015 PUBLIC HEARING

**PUBLIC HEARING NUMBER:** PH2015-008

**SUBJECT:** SCP2014-014: Pleasant Street #48, GZO Sec. 2.3.1(6) conversion to 3 unit multi-family; Sec. 3.1.6(b) height in excess of 35 feet; Sec. 3.2.2 fn(a) decrease in minimum lot area per dwelling; 3.2.2 fn(a) decrease in minimum open space per dwelling unit.

**DATE OPENED:** 02/10/15

**CONTINUED TO:**

**CONTINUED FROM:** 1/27/15 (Cancelled Meeting)

**COMMITTEE:** P&D 01/07/15

### Legals

#### NOTICE OF PUBLIC HEARINGS

In accordance with the provisions of MGL Chapter 40A, section 11, the **Gloucester City Council** will hold public hearings on **Tuesday, January 27, 2015 at 7:00 PM** in the **Kyrouz Auditorium, City Hall**, relative to the following Special Council Permit Applications:

**SCP2014-014:** Foghorn Properties, Inc. for a Special Council Permit for conversion from a professional office building to a 3-unit multi-family residential dwelling pursuant to GZO Sec. 1.8.3 and 2.3.1 (6); Sec. 3.1.6(b) to allow height in excess of 35'; Sec. 3.2.2 fn(a) to allow a decrease in minimum lot area per dwelling unit and to allow a decrease in minimum open space per dwelling unit located at 48 Pleasant Street, Assessors Map 14, Lot 20 in the Civic Center District.

**SCP2014-015:** Katherine L. Richmond for a Special Council Permit for building height in excess of 35' pursuant to GZO Sec. 1.10.1(a) (1) and Sec. 3.1.6(b); and Sec. 2.3.1(7) conversion to or new multi-family or apartment dwelling, four to six dwelling units located at 21 Centennial Avenue, Assessors Map 5, Lot 50 in the R-5 (High Density Residential) District.

At the public hearings, all interested persons will have the opportunity to be heard based on the procedures determine by the Council. **All written communications to the Council must be received by the office of the City Clerk no later than 3 business days (excluding holidays and weekends) prior to the scheduled hearing date or any continuation by the Council of such date in order to be considered by the Council as part of the public hearing.**

By Vote of the City Council  
Linda T. Lowe, City Clerk  
GT - 1/12, 1/19/15

Notice shall be made by the event organizer by hand or by mail no later than 7 (seven) days in advance of the event to any function halls, motels and hotels, and other businesses along the race route.

**7. Responsibility of the Children's Center for Communication:**

The applicant is also required to obtain any necessary approvals from the Licensing Board, the Health Department, and the Licensing Commission. It is the sole responsibility of the Children's Center for Communication to ensure that all required documentation is timely filed with the appropriate City departments as indicated. Failure to comply with any conditions precedent may result in permit revocation. Any changes to the route must receive prior approval from the Police and Fire Departments.

**2. CC2014-039 (Verga) Request P&D & O&A Standing Committees review the positions of Harbor Planning Director and the Executive Director of the Fisheries Commission (Cont'd from 11/22/14)**

This matter is continued to February 18 pending information being forwarded from the Fisheries Commission.

**3. Memorandum from DPW Director recommending acceptance of a private sewer extension for Eagle Road/Nicolette Van Stigt**

Nicolette Van Stigt, 4 Eagle Road, the owner of the private sewer on Eagle Road was present. Councilor Verga explained there was a memorandum from the DPW Director with a recommendation to accept this private sewer extension dated October 31, 2014, on file, which indicated that it only services one home, has been in place since 2006.

**MOTION:** On motion by Councilor Fonvielle, seconded by Councilor LeBlanc, the Planning & Development Committee voted 3 in favor, 0 opposed to recommend to the City Council that the City of Gloucester accept ownership of and full responsibility for the sewer extension and all existing laterals based on submitted "as built" that lay within the streets known as Eagle Road in its entirety constructed by Jim Ketchopulos and Sons, 40 School Street, Rockport, MA, and as shown on the plan entitled "As-Built Sewer Extension Plan" prepared by Gateway Engineering, 33 Forest Hill Avenue, Lynnfield, MA, dated 9/28/08 with the following conditions:

1. That the existing, current DPW Rules and Regulations pertaining to the city's acceptance of private sewers are adhered to;
2. That the homeowner residing at Eagle Road #4 represented by Nicolette C. Van Stigt of Eagle Road and the City of Gloucester by its appropriate Administrative staff coordinates the execution and exchange of all documents deemed necessary by the City of Gloucester's legal office to effectuate the transfer of ownership and control of the as-built sewer project to the City of Gloucester.
4. *SCP2014-012: Thatcher Road #78, Map 179, Lot 44, GZO 2.3.1.7 conversion to or new multi-family or apartment dwelling, four to six dwelling units and Sec. 2.7.1 Major Projects (Cont'd from 12/10/14)*

This matter is continued to January 21, 2015 at the request of the applicant (letter on file).

- 5. *SCP2014-014: Pleasant Street #48, Map 14, Lot 20, GZO Sec. 2.3.1(6) conversion to 3-unit multi-family; Sec. 3.1.6(b) height in excess of 35 feet; Sec. 3.2.2fn(a) decrease in minimum lot area per dwelling; 3.2.2 fn (a) decrease in minimum open space per dwelling unit*

Attorney Deborah Eliason, 63 Middle St., representing Foghorn Properties, Inc., Cynthia & John Bjorlie (applicant) explained the requests for a conversion to a three-family dwelling from a commercial property at Pleasant St. #48 and submitted an Executive Summary of information previously on file with the Committee. She reviewed the application as follows:

Ms. Eliason oriented the Committee to the property's location from a displayed map of the lot (on file). The building was constructed in the 1900's. Both the building and lot area are preexisting and non-conforming.

The Applicant has been before the Historic District Commission (HDC) receiving favorable comments on the proposed design and its sensitivity to the historic character of the building, although the applicant doesn't have final

approval from the HDC yet. In addition the Applicant has received the requested zoning relief from the Zoning Board of Appeals (ZBA) (on file). Aesthetic modifications have been made to the exterior of the building since appearing before the ZBA to accommodate the requests of the HDC. The height of the attached garage has also been reduced by approximately one foot per the HDC request (plans show this on file). It is expected that the HDC final approval at their next meeting.

The Applicant intends to perform significant interior and exterior renovations to bring the building back to its former glory. The Applicant has a strong sense of the community and a commitment to the neighborhood wanting the project to fit in and preserve its history.

Orienting the Committee to a displayed building plans (on file), **Ms. Eliason** reviewed that the proposal is to construct two additions to an existing building, including an attached two-car garage on the Franklin Square side of the building and an addition to the rear of the building, abutting the Post Office, adding floor space to all levels of the building, including the basement. The building will be converted from a professional office building to three residential condominium units with the required off street parking ("Project") is included plus.

She noted that Special Permits are required to allow such a conversion as well for exceeding the height of 35 feet. The existing height of the building is 35 feet, 8 ½ inches which will not be exceeded. Additionally, the request before the Council is a decrease in minimum lot area per dwelling 1,808 square feet per unit per lot area and to decrease the minimum open space per dwelling unit to 962 square feet.

**Ms. Eliason** reviewed that the legal standard is to determine that the proposed use will not have adverse effects which overbalance the effects to the city. With that, she reviewed the Project's compliance with GZO Sec. 1.8.3:

1. Social, economic and community needs: The applicant is trying to bring the building back to its original purpose which was an historic residential use. The proposed design remains true to the historic residential architecture of the existing building. The renovations will improve both the inside and outside of the building. The change in use is consistent with the neighborhood. It was pointed out that properties adjacent to 48 Pleasant Street (on file) are residential uses, some recently converted, and are also professional offices and business uses which lends vitality to the downtown supporting local businesses.
2. Traffic flow and safety: There is currently one parking space on site. One off-street parking space is required per unit is required under the Zoning Ordinance, which would mean three spaces with one already existing. The Project proposes four spaces compliant with dimensional zoning requirements. Two additional spaces which don't meet the zoning requirements will consist of one tandem space and one for a smaller car. The entrances to the parking will be off of Franklin Square, which generally services only immediate neighborhood traffic.
3. Utilities and other public services: Existing utilities for the three units are adequate to serve the units. No additional demand for utilities is anticipated to service the change in use.
4. Neighborhood character and social structure: The Project is appropriate for the neighborhood and is consistent with its character and social structure of the neighborhood. The additions have been designed to minimize the impact on the neighborhood. The garage is low profile, and has been lowered in height by one foot. The main addition is to the rear of the building and abuts the post office rather than its residential neighbors. The design remains true to the historic architecture, and like many other historic buildings in this area there is a building constructed on a small lot taking up most of it, and is unlikely that it would meet the minimum lot space and open space requirements. In order to preserve the historic nature through renovation of the building there would be a need to make zoning concessions in order to preserve these historic buildings to ensure their useful life.
5. Qualities of the Natural Environment: Currently 51 percent of the frontage is vegetated. The total vegetated coverage within the frontage under the proposed plan will be increased to 67 percent which is compliance with the zoning ordinance. There is a large gravel surround which currently takes up much of the lot area. The Applicant will remove the gravel surround and will be increasing the vegetative coverage on the entire lot from 42 percent to 53 percent.
6. Potential fiscal impact: The three new residential units will add residential tax income to the city's tax base. It is expected that the units will be occupied by older residents and is expected to likely have minimal impact on the public school system. An increased residential presence in the downtown will help to revitalize downtown businesses as previously stated.

**Ms. Eliason** informed the Committee that the Applicant held a meeting attended by about 20 neighbors. She then submitted two letters of support for the application (placed on file)

**Jonathan Poore**, Poore & Company, 315 Washington Street, Project Designer, noted the gravel surround and showed a photograph of the building being perched on a mound similar to many downtown structures, and are using this to revert the gravel surround to landscaping. By digging into the mound, the garages were able to be installed



“semi-below” grade thereby minimizing the garages’ presence on the side of the building. The other garage is in the back of the building.

As to open space, above each of the garages, which are at grade, they will essentially be green roofs, landscaped and which replicates open space, **Mr. Poore** said. For the multi-storied building addition they stayed inside the setback requirements, and anything outside of that is dug into the grade, and has a hardscape element and tucked in behind the building. The front of the building is a straight restoration replicating the dormers on two sides. The rear of the building is where most of the changes were made which is visible from the back side of the Post Office building. The outdoor parking is nestled between the two garages. They have been able to leave all the roof lines, decorative features of the building and preserve the building’s original volume.

**Councilor Fonvielle** asked if the garages connect with an interior access. **Mr. Poore** said that they will and also connect to an elevator which is not required but is an amenity to the owners providing additional interior access. **Councilor Fonvielle** asked if all or some of the units are American with Disabilities Act (ADA) compliant given the anticipation that these units will appeal to an older demographic. **Mr. Poore** said the units are not specifically ADA compliant but are designed with the spirit and intent of accessibility. **Councilor Fonvielle** asked about vehicle turning radius related to access to the garages. **Mr. Poore** said that the turning radius was studied and assured there is appropriate room to exit and enter the garages by a normal sized vehicle, not SUV’s. Franklin Square has very light traffic on it, he pointed out.

**Councilor Cox** noting that a light post is greyed out on a drawing of the rear of the building, but it exists. **Mr. Poore** said it was for the clarity of the presentation and assured that the parking spaces are all unfettered, and briefly discussed the garage access which was deemed appropriate. **Councilor Cox** said she appreciated that the applicants had a neighborhood meeting saying she had received comments of concern prior to the meeting but after the meeting the presentation laid to rest many of the neighborhood’s concern especially related to the off-street parking plans.

**Councilor LeBlanc** noted the Council has done a few of these similar open space decreases recently and didn’t see any negative impact to the neighborhood. He added that this renovation and revitalization of an historic building will be an asset to the downtown. **Mr. Poore** offered that there was a conscience pulling back on the addition to tuck it in away from the corner of the property to keep it at grade to honor as much as possible open space.

**Councilor Fonvielle** expressed he was impressed with the design and plans for the Project.

**Councilor Verga** said this is a great project and will be an asset to the city’s downtown.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor LeBlanc, seconded by Councilor Fonvielle, the Planning & Development Committee voted 3 in favor, 0 opposed, to recommend that the City Council grant a Special Council Permit (SCP2014-014) to allow for a three-unit residential building to be converted from a commercial building at 48 Pleasant Street, Gloucester Massachusetts, Map 14, Lot 20, zoned Civic Center District (CCD), pursuant to Sections 2.3.1(6) conversion to a 3-unit multi-family dwelling; 3.1.6(b) height in excess of 35 feet by 8 ½ inches for a total of 35 feet, 8 ½ inches, Sec. 3.2.2 fn(a) decrease in minimum lot area per dwelling unit from 2,500 square feet to 1,808 square feet for a total reduction of 692 square feet; Sec. 3.2.2. fn(a), decrease in minimum open space per dwelling unit from 1,250 square feet to 962 square feet for a total decrease of 288 square feet. The application under GZO Sec. 1.8.3 is deemed in harmony with the intent and purpose of the zoning ordinance governing Special Council Permits.

This matter will be advertised for public hearing.

6. *SCP2014-015: Centennial Avenue #21, Map 5, Lot 50, GZO 1.10.1(a)(1); 3.1.6(b) height in excess of 35 feet; 2.3.1.7 conversion to or new multi-family or apartment dwelling; four to six units*

**Attorney Joel Favazza**, Seaside Legal Solutions, 111 Main Street, representing Katherine L. Richmond (“Applicant”) for a Special Council Permit for a building exceeding 35 feet in height pursuant to Sec. 1.10.1(a)(1) and 3.1.6(b) Multi-family Special Permit pursuant to Sec. 2.3.1.7 for an existing multi-family dwelling at 21 Centennial Avenue, explained the following:

The Applicant is seeking to take an existing structure in its current configuration since 1994 to get it the proper zoning relief as a six unit multi-family building. The date of 1994 is when the current owner purchased the property and when purchased the building was configured as six units. He noted that in anecdotal discussions with some city officials, he was told the building was six units well before that time as well.

However, the city has the building on record as permitted for five unit multi-family dwelling, and that the Applicant is looking to add the sixth unit to satisfy the Applicant’s lender. The Applicant has recently applied for and received the necessary relief from the Zoning Board of Appeals (ZBA) to allow for parking in the front of the



## GLOUCESTER CITY COUNCIL 2015 PUBLIC HEARING

**PUBLIC HEARING NUMBER:** PH2015-009

**SUBJECT:** SCP2014-015: Centennial Avenue #21, GZO 1.10.1(a); 3.1.6(b) height in excess of 35 feet; 2.3.1.7 conversion to or new multi-family or apartment dwelling; four to six units

**DATE OPENED:** 02/10/15

**CONTINUED TO:**

**CONTINUED FROM:** 01/27/15 (Cancelled Meeting)

**COMMITTEE:** P&D 01/07/15

### Legals

#### NOTICE OF PUBLIC HEARINGS

In accordance with the provisions of MGL Chapter 40A, section 11, the Gloucester City Council will hold public hearings on **Tuesday, January 27, 2015 at 7:00 PM in the Kyrouz Auditorium, City Hall**, relative to the following Special Council Permit Applications:

**SCP2014-014:** Foghorn Properties, Inc. for a Special Council Permit for conversion from a professional office building to a 3-unit multi-family residential dwelling pursuant to GZO Sec. 1.8.3 and 2.3.1 (6); Sec. 3.1.6(b) to allow height in excess of 35'; Sec. 3.2.2 fn(a) to allow a decrease in minimum lot area per dwelling unit and to allow a decrease in minimum open space per dwelling unit located at 48 Pleasant Street, Assessors Map 14, Lot 20 in the Civic Center District.

**SCP2014-015:** Katherine L. Richmond for a Special Council Permit for building height in excess of 35' pursuant to GZO Sec. 1.10.1(a) (1) and Sec. 3.1.6(b); and Sec. 2.3.1(7) conversion to or new multi-family or apartment dwelling, four to six dwelling units located at 21 Centennial Avenue, Assessors Map 5, Lot 50 in the R-5 (High Density Residential) District.

At the public hearings, all interested persons will have the opportunity to be heard based on the procedures determine by the Council. **All written communications to the Council must be received by the office of the City Clerk no later than 3 business days (excluding holidays and weekends) prior to the scheduled hearing date or any continuation by the Council of such date in order to be considered by the Council as part of the public hearing.**

By Vote of the City Council  
Linda T. Lowe, City Clerk

GT - 1/12, 1/19/15

“semi-below” grade thereby minimizing the garages’ presence on the side of the building. The other garage is in the back of the building.

As to open space, above each of the garages, which are at grade, they will essentially be green roofs, landscaped and which replicates open space, **Mr. Poore** said. For the multi-storied building addition they stayed inside the setback requirements, and anything outside of that is dug into the grade, and has a hardscape element and tucked in behind the building. The front of the building is a straight restoration replicating the dormers on two sides. The rear of the building is where most of the changes were made which is visible from the back side of the Post Office building. The outdoor parking is nestled between the two garages. They have been able to leave all the roof lines, decorative features of the building and preserve the building’s original volume.

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**Councilor Cox** noting that a light post is greyed out on a drawing of the rear of the building, but it exists. **Mr. Poore** said it was for the clarity of the presentation and assured that the parking spaces are all unfettered, and briefly discussed the garage access which was deemed appropriate. **Councilor Cox** said she appreciated that the applicants had a neighborhood meeting saying she had received comments of concern prior to the meeting but after the meeting the presentation laid to rest many of the neighborhood’s concern especially related to the off-street parking plans.

**Councilor LeBlanc** noted the Council has done a few of these similar open space decreases recently and didn’t see any negative impact to the neighborhood. He added that this renovation and revitalization of an historic building will be an asset to the downtown. **Mr. Poore** offered that there was a conscience pulling back on the addition to tuck it in away from the corner of the property to keep it at grade to honor as much as possible open space.

**Councilor Fonvielle** expressed he was impressed with the design and plans for the Project.

**Councilor Verga** said this is a great project and will be an asset to the city’s downtown.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor LeBlanc, seconded by Councilor Fonvielle, the Planning & Development Committee voted 3 in favor, 0 opposed, to recommend that the City Council grant a Special Council Permit (SCP2014-014) to allow for a three-unit residential building to be converted from a commercial building at 48 Pleasant Street, Gloucester Massachusetts, Map 14, Lot 20, zoned Civic Center District (CCD), pursuant to Sections 2.3.1(6) conversion to a 3-unit multi-family dwelling; 3.1.6(b) height in excess of 35 feet by 8 ½ inches for a total of 35 feet, 8 ½ inches, Sec. 3.2.2 fn(a) decrease in minimum lot area per dwelling unit from 2,500 square feet to 1,808 square feet for a total reduction of 692 square feet; Sec. 3.2.2. fn(a), decrease in minimum open space per dwelling unit from 1,250 square feet to 962 square feet for a total decrease of 288 square feet. The application under GZO Sec. 1.8.3 is deemed in harmony with the intent and purpose of the zoning ordinance governing Special Council Permits.

This matter will be advertised for public hearing.

- 6. *SCP2014-015: Centennial Avenue #21, Map 5, Lot 50, GZO 1.10.1(a)(1); 3.1.6(b) height in excess of 35 feet; 2.3.1.7 conversion to or new multi-family or apartment dwelling; four to six units*

**Attorney Joel Favazza**, Seaside Legal Solutions, 111 Main Street, representing Katherine L. Richmond (“Applicant”) for a Special Council Permit for a building exceeding 35 feet in height pursuant to Sec. 1.10.1(a)(1) and 3.1.6(b) Multi-family Special Permit pursuant to Sec. 2.3.1.7 for an existing multi-family dwelling at 21 Centennial Avenue, explained the following:

The Applicant is seeking to take an existing structure in its current configuration since 1994 to get it the proper zoning relief as a six unit multi-family building. The date of 1994 is when the current owner purchased the property and when purchased the building was configured as six units. He noted that in anecdotal discussions with some city officials, he was told the building was six units well before that time as well.

However, the city has the building on record as permitted for five unit multi-family dwelling, and that the Applicant is looking to add the sixth unit to satisfy the Applicant’s lender. The Applicant has recently applied for and received the necessary relief from the Zoning Board of Appeals (ZBA) to allow for parking in the front of the

building. The ZBA went through this in 2000, and 2006, and the Applicant received the necessary relief but did not follow up with the City Council to complete the permitting process. Therefore the relief being sought from the City Council is to declare this a six unit multi-family dwelling, and that there be a height exception as the building height is 37 feet.

**Mr. Favazza** advised the Committee that the application addresses GZO Sec. 1.8.3, the six criteria of a Special Council Permit. He reiterated that no changes are being made to the exterior or interior of the building and will remain as is, but that the Applicant seeks to be in compliance with the Zoning Ordinance.

**Councilor LeBlanc** noted he was very familiar with the building.

**Linda T. Lowe**, City Clerk, explained that in discussion with Mr. Favazza that he will seek to get better proof of the height of the building demonstrating the actual height of 37 feet. She advised that although it is not required for this application to have a surveyor's or engineer's signed plan, a plan needs to demonstrate the height of the building, not just by a notation on a drawn plan. It is expected that Mr. Favazza will provide something that reflects the height prior to the Council's public hearing which at that time the Chair can sign that written evidence of the height at that time, she added.

**COMMITTEE RECOMMENDATION:** On a motion by Councilor Fonvielle, seconded by Councilor LeBlanc, the Planning & Development Committee voted 3 in favor, 0 opposed, to recommend that the City Council grant a Special Council Permit (SCP2014-015) for 21 Centennial Avenue to Karen L. Richmond, to allow for a six-unit residential building to remain as it stands at 21 Centennial Avenue, Gloucester, Massachusetts, Map 5, Lot 50, zoned High Density Residential (R-5) pursuant to Sections 1.10.10(a)(1) and 3.1.6(b) height in excess of 35 feet for a total of 37 feet (2 feet above 35 feet), and Sec. 2.3.1.7, Conversion to, or new multi-family or apartment dwelling, four to six dwelling units. The application is deemed in harmony with the intent and purpose of the Zoning Ordinance governing Special Council Permits under GZO Sec.1.8.3.

This matter will be advertised for public hearing.

**7. *Committee discussion on recent FCC rules establishing regulations around co-location of wireless communications equipment***

**Councilor Verga** said this matter is before the Committee because of an article from an MMA publication the City Clerk forwarded to him on recent changes in FCC regulations. **Ms. Lowe** explained that cell towers are highly regulated, and there isn't a lot of flexibility for municipalities who must do what the federal regulations state which has now been narrowed even more recently. She said that the city's collocation ordinance has been in place for 20 years, drafted by an expert consultant in the field. She noted now federal regulations state that since collocation is favored even in the industry that the timeframe from receipt of a collocation application is narrowed to 60 days and must be approved. She suggested that the city ordinance may need some minor amendments to say that the city recognizes that collocation is favored and that the timeframe to permitting is shortened to 60 days.

**Councilor Fonvielle** said he read the proposed regulations, and it contains a provision that essentially says in case of a collocation "event" that the operator of the tower can request a height increase of up to 10 percent of the existing height and the municipality must approve that request. He pointed out the operator could come back annually to make that request and the municipality must comply. It is a request but the municipality doesn't have the right to say no, **Ms. Lowe** pointed out.

**Councilor Verga** suggested that a Council Order could be put forward by the P&D Committee to explore and suggest changes to the cell tower collocation ordinance. He also suggested the \$5,000 contribution for training should also be reviewed.

**A motion was made, seconded and voted unanimously to adjourn the meeting at 6:15 p.m.**

**Respectfully submitted,  
Dana C. Jorgensson, Clerk of Committees**

**DOCUMENTS/ITEMS RECEIVED AT MEETING:**

- Two letters of support of the Project for SCP2014-014, 48 Pleasant Street by Attorney Eliason with an Executive Summary of the Project

January 21, 2015

City of Gloucester City Council  
c/o Linda Lowe, Clerk  
Nine Dale Avenue  
Gloucester, MA 01930

CITY CLERK  
GLOUCESTER, MA  
15 JAN 21 PM 3:47

**RE: 21 CENTENNIAL AVENUE – HEIGHT PERMIT – AMENDED HEIGHT REQUEST**

Dear Linda:

Per your request, I am enclosing a revised site plan indicating that the height of the building at 21 Centennial Avenue is only 35.5' above average grade, down from the 37' listed on the plan originally submitted.

The original 37' height was calculated by a surveyor who has since passed away. When P&D requested that someone sign off on the height, we thought it was best to commission a new survey from a registered surveyor. The result of this new survey is a height above average grade of 35.5'.

As such, the spirit of the request remains the same—allowing a building to remain as it has for decades—but the details of the requested relief should be amended to reflect that only 0.5' and not 2' of relief above 35' is needed.

Please contact my office with any questions or concerns. Thank you.

Sincerely,



Joel Favazza

# American Land Survey Assoc., Inc.

42 Cherry Street Gloucester, MA 01930 (978) 281-7878 benson62@comcast.net

January 19, 2015

Joel Favazza

RE: 21 Centennial Ave.  
Gloucester, MA

CITY CLERK  
GLOUCESTER, MA  
15 JAN 22 AM 8:28

Dear Joel,

American Land Survey Associates, Inc. would like to thank you for the opportunity to provide you with professional land surveying services. We have completed a vertical survey of the dwelling located at 21 Centennial Avenue in Gloucester, MA. We find that based upon the ground measurements observed at eight (8) building corners that the average grade is 10.3' +/- . The observed building roof ridge is 45.8' +/- . The roof ridge is therefore 35.5' +/- above the existing average grade. Please be advised that if you were to include the four (4) additional corners of the cellar entry structure to the average grade calculation, that the average grade does not change significantly and will not alter the 35.5' +/- height. The elevations observed were based upon a published benchmark and the NGVD 1929 datum.

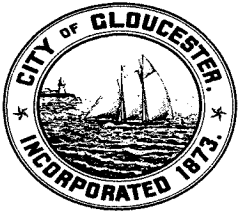
Should you have any questions or concerns regarding the above survey please do not hesitate to contact us.

Sincerely,

Kirk Benson, President, P.L.S.



SCALE 1" = 20' JANUARY 14, 2006  
(Height updated 1/21/2015)



## GLOUCESTER CITY COUNCIL 2015 PUBLIC HEARING

**PUBLIC HEARING NUMBER:** PH2015-010  
**SUBJECT:** Amend GCO Chapter 6, Sec. 6-21 to 6-24 "City-Owned Cemeteries Advisory Committee"  
**DATE OPENED:** 02/10/15  
**CONTINUED TO:**  
**CONTINUED FROM:** 01/27/15 (Cancelled Meeting)  
**COMMITTEE:** O&A 01/05/2015

GCO

### LEGAL NOTICE NOTICE OF PUBLIC HEARING

The Gloucester City Council will hold a public hearing on **Tuesday, January 27, 2015** at 7:00 PM in the Kyrouz Auditorium, City Hall, relative to the following proposed amendment to the **Gloucester Code of Ordinances** as follows:

Amend Chapter 6, Sec. 6-21 to 6-24 "City-Owned Cemeteries Advisory Committee" by DELETING Sec. 6-21 to 6-24 in its entirety and ADDING a new Sec. 6-21 to 6-24 (full text on file in the City Clerk's Office and can be viewed during business hours).

At the public hearing, all interested persons will have the opportunity to be heard.

By Vote of the City Council  
Linda T. Lowe, City Clerk

AD#13228762  
CAB 1/16/15





**6. CC2014-051 (Cox) Amend GCO c. 2, Sec. 6-21 to 6-24 "City-Owned Cemeteries Advisory Committee"**

**Councilor Cox** explained that this committee was originally was a five-person committee, but because people have not stepped forward to reconstitute the committee, the number of slots on the committee has been reduced from five to three. She noted there is a proviso in the revised ordinance which allows the DPW to institute rate increase for burials if there is no committee. The last rate increase was in 1999, she noted, but pointed out that she is not encouraging a rate increase if it isn't justified, but the fact that there hasn't been a rate increase in 15 years is an issue regarding the cost of cemetery maintenance. She noted that she had polled Essex, Ipswich, Manchester and Rockport and gave the rates to the Assistant DPW Director who did a comparison of rates. She said an increase is advisable within the next year, and said she didn't want the rate increase to be committee bound, rather the ordinance allows the DPW to bring forward raises in rates if the committee is not reconstituted at the time an increase in burial rates are deemed appropriate by the DPW Director. It will allow the proposed rates to be presented through to the Council for their approval.

**Councilor Cox** discussed with the Committee some of the issues in encouraging residents to come forward and volunteer to be on such a committee. After a brief discussion with **Councilor Cox**, language was inserted under Sec. 6-22 for up to two alternates by the Committee at the suggestion of **Councilor Verga**.

**Linda T. Lowe**, City Clerk, pointed out that there aren't enough interested people who have come forward to volunteer as well as a lack of effort to seek people out for appointment which was why there has not been a committee in place for some time.

**MOTION: On a motion by Councilor Verga, seconded by Councilor LeBlanc, the Ordinances & Administration Committee voted 3 in favor, 0 opposed, to recommend that the City Council Amend GCO, c. 6, Sec. 6-21 to 6-24 "City-Owned Cemeteries Advisory Committee" by DELETING Sec. 6-21 to 6-24 in its entirety and ADDING a new Sec. 6-21 to 6-24 as follows:**

**Sec. 6-21. Established.**

There is hereby established a city-owned cemeteries advisory committee.

**Sec. 6-22. Composition, appointment and terms.**

The City-Owned Cemeteries Advisory Committee shall consist of three members and up to two alternates, all of whom shall be residents of the city; one non-voting advisory member who is engaged in either the funeral, monument, or florist business; and the DPW Director or his designee as an ex-officio.

All appointments are to be for three years and made by the Mayor subject to the approval of the City Council. Member terms shall be for three years.

**Sec. 6-23. Powers and Duties.**

The Committee shall have the authority to recommend a yearly budget relative to the management and maintenance of all city-owned cemeteries subject to the approval of the DPW Director and the Mayor with final approval by the City Council. The Committee shall advocate for the wellbeing of all city-owned cemeteries. The Committee shall recommend to the Director any changes in the rates for perpetual care lots in city-owned cemeteries, and the Director shall propose any rate increases to the Mayor under Charter Sec. 7-16(a) who shall provide the proposed rates to the City Council for their approval under Charter Sec. 7-16(a).

**Sec. 6-24. Regulations.**

The Committee may propose regulations relative to the management of the city-owned cemeteries subject to the approval of the DPW Director and the Mayor under Charter Sec. 7-16(b) and approval and adoption by the City Council.

**7. CC2014-052 (Verga/Theken) Request that City Council establish "The Ab Khambaty Extraordinary Performance/Service Award"**

**Councilor Stewart** and **Council President McGeary** discussed briefly the overlap of criteria for height exceptions and the intent of the Zoning Ordinance, which **Councilor Stewart** noted he was a member of the committee that drafted that particular ordinance and expressed his concern.

**MOTION:** On a motion by Councilor Verga, seconded by Councilor Cox, the City Council voted by ROLL CALL 8 in favor, 0 opposed, 1 (LeBlanc) absent, to grant to Marc Cunningham and Melissa Cunningham a Special Council Permit (SCP2014-013) for the property located at Mt. Pleasant Avenue #125 (Assessor's Map 79, Lot 17), zoned R-10, pursuant to Gloucester Zoning Ordinance Sections 1.10.1(a)(1) and 3.1.6(b) for a building height in excess of 35 feet, for a residential building to be 38 feet, 8 inches (for a total height exception of 3 feet, 8 inches over 35 feet). This Special Council Permit is made on the basis of the plans and elevations dated 10/18/14 by Jason Gove, Architect, 5 Autumn Lane, Gloucester, MA, as submitted to the City Clerk on November 12, 2014, and on the Zoning Board of Appeals Decision dated November 4, 2014 for conversion to a two-family residential building.

→ **For Council Vote:**

**1. Election of Council Vice President**

**Council President McGeary** suggested the rules be followed as the Council did for filling a Councilor position. He explained that a Councilor must be nominated and seconded by a member of the Council and that the successful candidate would need to receive five votes. With the absence of Councilor LeBlanc, reaching a five vote majority may be difficult with eight Councilors present but that he would like to proceed to start the voting.

**Councilor Verga**, noting that the Council was in receipt of an email from Councilor Steven LeBlanc asking this matter be postponed until he could be present, moved that the election of a Council Vice President matter be held at the next Council meeting, and was seconded by **Councilor Cox**. She said she would appreciate more time to speak with the candidates which she hadn't done yet in belief the matter would have been postponed because of Councilor LeBlanc's absence this evening.

**Councilors Lundberg** and **Ciolino** also voiced their endorsement to continue the matter of the vote for a Council Vice President to the Jan. 27 Council meeting.

**This matter is continued to January 27, 2015.**

**Unfinished Business:** None.

**Individual Councilor's Discussion including Reports by Appointed Councilors to Committees:** None.

**Councilors' Requests to the Mayor:**

**Councilor Stewart** said that the plan for a power outage for 8 hours on January 20 for Annisquam by National Grid has been cancelled and will be rescheduled for a warmer day at a later date. **Council President McGeary** commended the work of Councilor Stewart in working with National Grid to postpone a planned power outage in order to complete necessary infrastructure work in that area.

**Councilor Cox** noted there is a Tourism Commission meeting on Thursday, Jan. 15 at 6 p.m., 3<sup>rd</sup> fl. Conference Room at City Hall, and on Tuesday, Jan. 20 at 6 p.m. when at that time the Commission will take up the matter of the Phase 2 marketing strategy five-year plan; the Elks are hosting a reception for returning veterans Saturday, Jan. 17 from 12 noon to 3 p.m.; Action has open house on Thursday, Jan. 29, 4:00 to 6:00 p.m. to showcase their adult education and job training programs.

**Councilor Lundberg** said on Thursday, Jan. 22 he will be attending in his capacity as a hospital board member a retirement party for Dennis Conroy, President of Northeast Hospital Corporation. He added in his capacity as a City Councilor would convey the city's best wishes to Mr. Conroy.

**Councilor Ciolino** expressed his pleasure to be back with the Council. He welcomed back Councilor Whynott from his three week vacation in Florida.

**Council President McGeary** reminded the public of the joint meeting of the Council and Fisheries Commission on Friday, Jan. 16 at 1 p.m. in Kyrouz Auditorium on the future of the fisheries and what can be looked forward to and be hoped for as a city, harbor and as industries. There will also be a joint meeting of the School Committee and City Council on Thursday, Jan. 22 at 7 p.m. likely to take place at Gloucester High School Library, which has yet to be confirmed, to talk about common issues including a presentation on the high level view of options for the city's elementary schools. He encouraged the Council to submit matters they wish to add to that agenda.

**In Re:**

<b>Application of Marc D. Cunningham and Melissa E. Cunningham for a Special Council Permit for 125 Mt. Pleasant Avenue (Map 79, Lot 17) pursuant to City of Gloucester Zoning Ordinance Sections 1.10.1(a)(1) and 3.1.6(b) (building height over 35 feet)</b>	)	
	)	<b>DECISION OF THE CITY</b>
	)	<b>COUNCIL OF THE</b>
	)	<b>CITY OF GLOUCESTER</b>
	)	

The City Council of the City of Gloucester, Massachusetts, constituting the Special Permit Granting Authority (SPGA) under the laws of the Commonwealth of Massachusetts and the Zoning Ordinance of the City of Gloucester, hereby adopts the following Findings and Decision with regard to the application of Marc D. Cunningham and Melissa E. Cunningham (collectively, "Petitioners") for a Special Council Permit pursuant to Sections 1.10.1(a)(1) and 3.1.6(b) (building height over 35 feet) of the Gloucester Zoning Ordinance (the "GZO"), for 125 Mount Pleasant Avenue, Gloucester, Massachusetts.

#### **Procedural History**

1. On November 12, 2014, Petitioner filed a Special Permit application (incorporated herein by reference) pursuant to Sections 1.10.1(a)(1) and 3.1.6 of the GZO.
2. The Special Permit application includes: a site plan and an elevation plan, both drawn by Jason Gove, Architect, 5 Autumn Lane, Gloucester, Massachusetts, and dated October 8, 2014.
3. Included with the Special Permit Application is a Zoning Board of Appeals (ZBA) Decision on 125 Mt Pleasant Ave. which is incorporated into this Decision. In a decision dated November 4, 2014, the Zoning Board of Appeals granted Petitioner a Special Permit to Alter/Expand a pre-existing nonconforming structure and a Special Permit to change from a single-family dwelling to a two-family dwelling. The ZBA Decision is recorded with the Southern Essex District Registry of Deeds at Book 33720, Page 449.
4. On December 10, 2014, after proper notice, the City Council Planning and Development Committee held a public meeting to consider the application. The Committee reviewed the plans and application and found that the requirements of the GZO had been met pursuant to Sections 1.10.1(a)(1) and 3.1.6.
5. The Planning and Development Committee voted unanimously to recommend to the City Council to grant a Special Council Permit to the Applicants for 125 Mt. Pleasant Ave., pursuant to Sections 1.10.1(a)(1) and 3.1.6 of the GZO.
6. Following proper notice and advertisement, on January 13, 2015, the City Council held a public hearing. Attorney Joel Favazza, of Seaside Legal Solutions, spoke on behalf of the applicants. No one spoke in opposition.

## Findings

### **The Gloucester City Council as the SPGA makes the following findings:**

1. Marc D. Cunningham and Melissa E. Cunningham own the property located at 125 Mount Pleasant Avenue, as shown on Assessor's Map 79, Lot 17.
2. The zoning district is R-10 (Medium/High Density Residential).
3. The Petitioner seeks to construct an addition onto the existing house in which a second residential dwelling unit will be located.
4. The plans require that the Petitioner seek a special permit for a height exception for a maximum allowable height of 38'-8" above the existing average grade.
5. The portion of the house that will measure 38'-8" above average grade is actually the roof ridge of the existing structure; the proposed addition will only be 34'-3" above average grade. However, because the addition will add additional corners that are down-grade from the existing structure that must be factored into the new average grade calculation, the calculated height of the existing structure is increasing.
6. There will be no physical increase to the actual height of the existing structure.
7. The lot in question is nearly five times larger than the minimum lot size for the R-10 district; a second dwelling unit brings the property closer to the density prescribed by the GZO for this district.
8. The locus contains more than adequate on-site parking; the proposed addition will not have any negative impact on the existing traffic flow and safety at the locus.
9. The locus is situated in a residential neighborhood, which has adequate utilities and services readily available.
10. The proposed addition is residential in nature, will house the second of two total units on the locus, and will fit in with the character and social structure of the neighborhood, which contains several other two-family residences.
11. Even after the proposed addition is added, the locus will only have 11% lot coverage, and therefore a large amount of remaining greenspace. There will be no negative impacts to the qualities of the natural environment.
12. The granting of the requested relief will allow the Petitioner to sell the existing unit, thereby funding the construction of the second unit, which, in turn, will increase the taxable value of the locus.

13. The proposed height of the roof ridge is consistent with the neighborhood character as it is not actually being increased physically—only technically—and has remained at its current actual height for over 100 years.
14. The proposed height is not substantially detrimental to the neighborhood as there will be no obstruction of views, overshadowing, impairment of utilities, or other adverse impacts to neighboring properties as the existing building and proposed addition are relatively centered on the lot, which is very large.
15. The Applicants submitted 19 signatures of neighbors in support of the ZBA proposal as part of the ZBA process, copies of which were submitted with the Special Permit Application to the City Council.

### **Special Permit Criteria**

Section 1.10.2 of the City of Gloucester Zoning Ordinance states that the Special Permit Granting Authority shall review the proposed structure to determine that it is in harmony with the general intent of the Ordinance based on the requirements set forth in Section 3.1.6(b). Section 3.1.6(b) of the Zoning Ordinance requires that the Special Permit Granting Authority review the proposed structure to determine whether the increase in allowable height is consistent with the neighborhood character and will not be substantially detrimental to the neighborhood due to the obstruction of views, overshadowing of other properties, impairment of utilities or other adverse impacts. With regard to “the general intent of the Zoning Ordinance,” Section 1.2.1 states, among other reasons, that the purposes of the Zoning Ordinance are to “promote health, safety, convenience, quality of life and welfare” of the City’s inhabitants.

### **Decision**

In view of the foregoing and having considered the entire record herein, including the ZBA Decision, all minutes of both the Planning and Development Standing Committee meeting and the City Council Public Hearing, as well as all testimony and documents received at the hearing, the City Council, acting as the Special Permit Granting Authority, hereby decides that the Special Council Permit Application of Marc D. Cunningham and Melissa E. Cunningham, for 125 Mount Pleasant Avenue meets the requirements of Sections 1.10.1(a)(1) and 3.1.6(b) (building height in excess of 35 feet) of the GZO, subject to the conditions detailed in the Record of Votes below and therefore grants the Special Council Permit under section 3.1.6(b) for a height exception of 3 feet 8 inches in excess of 35 feet.

### **Record of Votes**

On motion by Councilor Verga, seconded by Councilor Cox, the City Council voted by roll call 8 in favor, 0 opposed, 1 (LeBlanc) absent, to grant to Marc D. Cunningham and Melissa E. Cunningham, a Special Council Permit (SCP-2014-013) for the property located at 125 Mount Pleasant Avenue (Assessor’s Map 79, Lot 17), zoned R-10 (Medium/High Density Residential), pursuant to Gloucester Zoning Ordinance Sections 1.10.1(a)(1) and 3.1.6(b) for a height exception for components of a two-family residential structure, which will stand 38’-8” above average grade for a total height exception of 3’-8” over 35 feet. This Special Council Permit is made on the basis of the plans and elevations dated October 18, 2014, by Jason Gove, Architect, 5 Autumn Lane, Gloucester, Massachusetts, submitted to the City Clerk on

November 12, 2014, and on the Zoning Board of Appeals decision dated November 4, 2014, for the conversion to a two-family residential dwelling.

The following general conditions shall also apply:

1. In granting this special permit, the City Council has relied upon the oral and written representations of the applicant, owner and representative, the documents submitted in support of its application and in its testimony at the committee meeting and the public hearing. Any failure to honor any material representation shall constitute just cause for revocation of this special permit.
2. The minutes of the Planning and Development Committee meeting and the City Council public hearing, and the ZBA Decision dated November 4, 2014 and all documents, plans and testimony received during the hearing are incorporated into this decision. All construction and use of the property must comply with the plans submitted with this permit application. Any changes, which are not contemplated by this permit, will require either a new special permit or a request for a modification to this permit.
3. Each finding, term and condition of this decision is intended to be severable. Any invalidity in any finding, term or condition of this decision shall not be held to invalidate any other finding, term or condition of this decision.
4. This permit shall not take effect until a certified copy of this decision is recorded with the Registry of Deeds for Essex County. The fee for such recording shall be paid by the owner.

On February 10, 2015, the City Council adopted this Decision.

Appeals, if any, shall be made pursuant to Section 17 of Massachusetts General Laws Chapter 40A, and shall be filed within twenty days after the filing of the above-referenced decision in the City Clerk's Office. Copies of the complete decision and final plans are on file with the City Clerk.

Pursuant to Rule 25 of the City Council Rules of Procedure, the President of the City Council and the City Clerk have signed this decision demonstrating that it is a true and accurate reflection of the January 13, 2015, votes of the City Council sitting as the Special Permit Granting Authority.

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Paul McGeary  
President, Gloucester City Council

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Linda T. Lowe, City Clerk

Dated: \_\_\_\_\_